SAN FRANCISCO
PUBLIC LIBRARY

REFERENCE BOOK

Not to be taken from the Library

Digitized by the Internet Archive
in 2016

https://archive.org/details/minutesofregular1196sanf

RESOLUTION NO. 277

January 1, 1965

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December 1964 be approved:

1424 Clerk Typist

Iola Madeau

1402 Clerk

Joseph E. Murley

3630 Librarian

Carolyn Rae Lemon

3602 Library Page PTAN

Donovan K. I. Ching
Dennis Norman Frey
John Patrick Mullane
Socorro Cruz Rivera
Donald Vincent Welcher, Jr.

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted:

3602 Library Page PTAN

John Thomas Brown
Robert Thomas DeLucchi
Robert Alfred Duncanson
Frederick E. Meubert
Socorro Cruz Rivera

January 5, 1965

FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for Quarter Ending December 31, 1964:

Fines	$21,162.59
Books Paid	2,328.53
Reserve Postals Sold	874.05
Miscellaneous Income	1,446.67
Total Receipts	$25,811.84

****

	BUDGET 1964-65	EXPENDED FOR THE QUARTER	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,641,815.00	$387,331.39	$763,702.13	$878,112.87
Overtime Salaries	1,000.00	365.11	365.11	634 89
Temporary Salaries	5,500.00	12.90	4,556.52	943 48
Wages	259,734.00	63,793.61	132,391.76	127,342 24
Contractual Services	188,279.00	6,944.57	95,766.74	92,512 26
Binding	45,000.00	11,445.90	23,314.65	21,685.35
Material and Supplies	56,390.00	16,507.53	34,600.06	21,789 94
Books and Library Material	381,150.00	58,562.94	204,664.87	176,485 13
Equipment	36,907.00	9,131.51	11,319.21	25,587.79
Membership Dues	1,139.00	213.13	277.13	861.87
Maint. & Repair of Auto	1,361.00	98.85	551.95	809.05
Maint. & Repair Office Equip.	3,700.00	713.70	2,109.39	1,590.61
Reproduction Service	400.00	13.75	40.73	359.27
Telephone and Telegram	11,848.00	900.00	5,632.53	6,215.47
Scavenger Service	2,140.00	666.13	1,157.26	982.74
Window Cleaning Service	5,666.00		5,666 00	
Pest Control Service	300.00	81.34	162.68	137.32
Gasoline and Lubricants	1,500.00	202.56	439.22	1,060.78
Drygoods	250.00		176.91	73.09
Compensation Insurance	903.00	224.97	330.94	572.06
Retirement Allowance	103,597.00	25,899.00	51,598.00	51,999.00
Social Security Tax	35,148.00	8,787.00	10,854.00	24,294.00
Health Service	14,968.00	3,924.00	7,848.00	7,120.00
Rental of Branches	33,480.00	8,370.00	16,740.00	16,740.00
Rental of Xerox	2,225.00	676.05	1,656.00	569.00
Fidelity Insurance	71.00			71.00
Auto & Class Insurance	923.00		470.27	452.73
Services of Other Dept.	20,428.00	5,107.00	10,214.00	10,214.00
Heat, Light and Power	43,220.00	10,082.44	21,265.00	21,955.00
Total	$2,899,042 00	$620,025.39	$1,407,871.00	$1,491,170.94

BUDGET TRANSFERRED TO DEPT. OF PUBLIC WORKS

Building Repair	$78,580.00
Replacement & Reconstruction	7,510.00
Total	$86,090.00

SAN FRANCISCO PUBLIC LIBRARY

February 3, 1965

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, February 2, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Mohr.

On roll call the following were noted present: Commissioners Bransten, Callanan, Graves, Johnson, Lisle, Malone and Mohr.

It was moved by Commissioner Bransten and seconded by Commissioner Graves that the minutes of the January meeting be approved as submitted. There being no objection, it was so ordered.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Johnson called the Commission's attention to the monthly public relations activities report, prepared by Mr. David Belch, Public Information Officer.

The excellence of the exhibits of German books and of materials highlighting the observance of Negro History Week were stressed by President Mohr.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Graves, seconded by Commissioner Johnson and unanimously adopted that the expenditures, in the amount of $1,571.65, made from the Fuhrman Bequest Fund during the month of January be approved.

Chairman Graves moved, Commissioner Lisle seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #278

RESOLVED That the San Francisco Public Library Commission hereby approves the attendance of two staff members at a course, LIBRARY USE OF COMPUTERS: AN INTRODUCTION, to be presented by the University of California Extension Center, 55 Laguna Street, San Francisco, beginning February 9, 1965, at a cost to the City not to exceed $92.00.

Mr. Holman told of the advances in computer design and of the potential impact of electronic data processing and information retrieval on library operations of the future. The necessity for having staff members conversant with these new techniques was stressed by Mr. Holman.

It was moved by Chairman Graves, seconded by Commissioner Bransten and unanimously adopted that the following resolution be approved:

RESOLUTION #279

RESOLVED That the San Francisco Public Library Commission hereby approves waiving the present rule on time limitation for refund on expired Library Deposit Card #7598, and directs the Controller to issue a warrant in the amount of $5.00 to A. M. G. Begg, 596 Clay Street, San Francisco.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Callanan moved, Commissioner Johnson seconded and the Commission, by unanimous action, voted to approve the following resolution:

RESOLUTION #280

(See first page following the minutes of this meeting.)

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone reported the meeting held with Mayor Shelley for the purpose of reviewing with him the Department's requirements for a new main library building. The Mayor agreed to study the Library's needs and to advise the Commission of his feelings with respect to the timing and other factors which should be taken into account in the advancement of a bond issue proposal, Chairman Malone added.

Commissioner Graves suggested that a special Commission meeting be called following receipt of the Mayor's indication of his pleasure regarding the bond issue. President Mohr stated that a special meeting could be held at the call of the Chair.

Final building plans for the Western Addition Branch Library were displayed for the Commission. The Secretary pointed out that the design and floor plans were essentially the same as had been approved by the Commission at the time of the review of the preliminary drawings.

It was moved by Chairman Malone, seconded by Commissioner Graves and unanimously adopted that the final plans for the Western Addition Branch Library be approved as submitted by the project architects.

The Secretary was directed to advise the Western Addition District Council that the plans for the branch had been signed and to inform that organization of the construction timetable as prepared and forwarded to the Commission by the City Architect.

FRIENDS OF THE LIBRARY REPORT

Mrs. Carl W. Stern, President of the Friends, reported on the unit meetings of the League of Women Voters which are to be held for the purpose of presenting the Library's needs, particularly the necessity for a bond issue to finance a new main library building.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the opening of the Science and Technology subject department. In conjunction with the opening and the realignment of the other subject departments, approximately 250,000 volumes, or half of the collection, had been shifted within the Main Library, Mr. Holman added.

It was moved by Commissioner Graves, seconded by Commissioner Lisle and unanimously adopted that the Commission officers who served for the 1964 term be continued in office for the current year.

President Mohr expressed appreciation to her fellow Commissioners for their confidence in continuing her in office.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, March 2, 1965.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 280

February 1, 1965

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January 1965 be approved:

1404 Clerk

Larry Crain

7426 Elevator Operator

Michael C. Quintero

1424 Clerk Typist

John J. Casserly
Anne U. Franklin

1422 Junior Clerk Typist

Marilyn June Buell
Lolita Ramona Richards
Madeline Rui

3630 Librarian

Helen A. Ridgway

3602 Library Page PTAN

Donald Paul Castle
Philip Chin
David Noble Harris
Tony Chan Leong, Jr.
Nancy Alice McKay
John O'Meara
Henry Russell
Keith Young

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted:

1422 Junior Clerk Typist

John Robert Ballard
Virginia Favela
Lolita Ramona Richards
Madeline Rui

1424 Clerk Typist

Iola Nadeau
Margaret Suiter

2714 Janitor

Houston Brown

3630 Librarian

Richard Kirby

3602 Library Page PTAN

Jerome A. Frazee
Eric Wayne Hedlund
John David Hoag
Michael Johnson
John Jun Lum
Louis Silberman
Michael Thomas Uland
Altha Marie Young
Daniel R. Vizzard

March 3, 1965

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, March 2, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Mohr.

On roll call the following were noted present: Commissioners Bransten, Callanan, Graves, Johnson, Lisle, Malone and Mohr.

It was moved by Commissioner Graves, seconded by Commissioner Callanan and unanimously adopted that the minutes of the February meeting be approved as submitted.

President Mohr welcomed Mrs. Carl W. Stern, President of the Friends of the Library, Mrs. James W. Abrahamson, League of Women Voters, and a group of nine students from the University of California, Berkeley, Library School.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Bransten called the Commission's attention to the monthly public relations activities report, prepared by Mr. David Belch, Public Information Officer.

Commissioner Callanan commended the staff on the quality of the exhibits currently on display to mark St. Patrick's Day. Anticipated publicity should encourage many people to view the exhibits and to gain a greater appreciation of the contribution the Irish have made to the field of literature, Commissioner Callanan added. Mr. Belch stated that Mrs. Stopple and Mrs. Nee were primarily responsible for the excellence of the exhibits.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Lisle moved, Commissioner Johnson seconded and the Commission, by unanimous action, voted to approve the following resolution:

RESOLUTION #281

(See first page following the minutes of this meeting.)

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Callanan, seconded by Commissioner Lisle and unanimously adopted that the following resolution be approved:

RESOLUTION #282

RESOLVED That the San Francisco Public Library Commission hereby approves a transfer of $1,000 from the Contractual Services Appropriation to Fixed Charges (Health Service System), to provide sufficient funds to carry the City's contributions to the System for Library Department employees for the balance of the 1964-65 fiscal year.

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone reviewed the progress to date in the matter of the timing for

the introduction of a possible main library bond issue. He reminded the Commission that Mayor Shelley had expressed an interest in and appreciation of the Library's mounting requirements for additional space. Since the Mayor had been out of the country, he has not yet communicated his feelings with respect to the timing and other factors which should be considered in the advancement of a bond issue proposal, Chairman Malone added. He also stated that he anticipated the possibility of holding a committee meeting prior to the April Commission meeting, particularly if the Mayor advises the Commission of his decision in this matter within the next month.

The Secretary reported that the Art Commission had approved the final plans for the Western Addition Branch Library at its meeting of March 1. President Mohr again expressed the hope that it might be possible to schedule a ground-breaking ceremony for this branch in conjunction with the forthcoming observance of National Library Week.

The project architect is working on several design alternatives for the permanent Excelsior Branch Library, the Secretary reported.

With respect to the acquisition of the parcels required for the Anna E. Waden Branch Library, the Secretary reported that the Real Estate Department expects to receive signed options on two of the three parcels on Thursday, March 4. The third parcel required for this project, on which a condemnation action has been filed, will apparently only be acquired through court action. The City Attorney's Office is prepared to actively pursue the action in eminent domain, the Secretary informed the Commission.

FRIENDS OF THE LIBRARY REPORT

In introducing Mrs. Carl W. Stern, President of the Friends, President Mohr called the Commission's attention to the listing of incoming and continuing officers and directors of the Friends. Mrs. Stern emphasized that the objective had been to secure wide representation on the board, drawing from every section of the city. This, she added, formed a "built in" citizens' committee which should be of tremendous value in the advancement of a library bond issue.

The Clifton Fadiman talk, held on Sunday, February 28, was reported by Mrs. Stern, who expressed the feeling that this had been a particularly fine program.

Mrs. Stern reminded the Commission of the extensive participation planned by the Friends in connection with the forthcoming observance of National Library Week.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. He had accompanied President Mohr on her appointment with Supervisor Peter Tamaras. The meeting had been scheduled for the purpose of discussing with the Supervisor the aspirations of certain groups for more convenient library service in the Twin Peaks and Midtown Terrace areas. The possibility of providing bookmobile service to the area after June 1 is being investigated.

2. A brochure is being prepared to explain more fully the areas of cooperation and responsibility with respect to the matter of library service to schools and teachers.

3. Negotiations have been started regarding the possible extension of the

existing lease on the Business Branch Library.

4. There is some confusion regarding just how soon the Bay Area Rapid Transit District might wish to acquire the building which houses the Glen Park Branch Library. The sketch of the station facility to be located at Diamond and Bosworth Streets shows that the building will be allowed to remain, at least for several years.

5. The displays of German books and the attendant programs held during the month of February.

6. The Personnel Rating Program is approximately two-thirds completed. Considerable time and effort have been expended in conducting interviews and preparing reports.

7. Organizing and staffing activities under the Anti-Poverty Program have received considerable attention throughout the United States as well as in our library. The Library is currently preparing a local program.

8. Funds have been earmarked by the Friends of the Library and other contributions have been made and are being sought to finance the acquisition of the Robert Grabhorn collection for the Library.

9. The contract has been awarded for the duplication of the cards in the public catalog. Approximately one million cards are to be microfilmed and reproduced.

10. Miss Helen A. Ridgway, on six months temporary assignment with the Library, is developing a statement of objectives for the Library and a policy regarding book selection.

Mrs. Stern commented on the superior quality of the "Negro Trail Blazers" exhibit which had been on display on the second floor of the Main Library during February.

It was moved by Commissioner Graves and seconded by Commissioner Bransten that the Commission express its commendation to Mrs. Avis Stopple, Chief of the Main Library, for her work in arranging for the "Negro Trail Blazers" exhibit.

President Mohr reported that the one millionth volume will be added to the Library's collection soon, and that appropriate ceremonies will be scheduled to mark the event.

The Commission's attention was directed to Commissioner Johnson's report on libraries which she had visited in West Africa last November. President Mohr asked that a copy of this interesting and informative report be posted on the staff bulletin board.

COMMUNICATIONS

From Rev. Thomas E. Dietrich, President, Western Addition District Council, re: acknowledging communication from the Secretary regarding the approval of final plans and specifications for the Western Addition Branch Library. File.

From John J. Goodwin, Treasurer, City and County of San Francisco, re: deposit of $200,000, Fuhrman Bequest - Library, with Wells Fargo Bank for one year at 4½%, effective February 10, 1965. File.

There being no further business to come before the Commission, Commissioner Graves moved, Commissioner Bransten seconded and the Commission, by unanimous action, voted to adjourn the meeting to 3:30 P.M. Tuesday, April 6, 1965.

Respectfully submitted,

Frank A. Clarvoe Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

RESOLUTION NO. 281

March 1, 1965

RESOLVED that the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February 1965 be approved:

7426 Elevator Operator

John Robert Ballard

3630 Librarian

Catherine C. Roberts

3630 Library Page PTAN

Dale Anthony Altwater
James Oliver Beckwith
Frank Logan Bermudez
Arletta Branchcomb
David Hale Brewer
Sue-Ellen Case
David Douglas Claypool
George Patton Colbert
Thomas Raymond Darcey
Joyce Dinslage
Virginia Ann Favela
Barbara Alene Humbert
Darrell Wayne Mattos
Louis Cepeda Paulino
Christopher Sabre
Jeremy Setzer
Ronald Jerome Stallings
Margaret Ann Sullivan
Paul Tim Yuen

AND FURTHER that the following resignations of non Civil Service, part-time and temporary positions be accepted:

7426 Elevator Operator

Michael Chet Quintero

1422 Junior Clerk Typist

Jerry Bishop
Arletta Branchcomb
Joyce Dinslage
Virginia Ann Favela
Barbara Alene Humbert
Madeline Leong

3630 Librarian

Carolyn Rae Lemon

3630 Librarian, Part Time

Philip James Sheridan

3630 Library Page PTAN

Ronald A. Bernardini
Wharton Brown, Jr.
Philip Chin
David Douglas Claypool
Grady Farley
Ernest Fong
Gerald E. Gray
Daniel James Kennedy
Hazel Eilene McNulty
Carol Ann Richardson
Dorine A. Ruiz
Thomas Joseph Scardina
AAron Paul Wong

SAN FRANCISCO PUBLIC LIBRARY

April 7, 1965

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, April 6, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Mohr.

On roll call the following were noted present: Commissioners Bransten, Callanan, Johnson, Lisle, Malone and Mohr. Absent: Commissioner Graves.

It was moved by Commissioner Callanan and seconded by Commissioner Johnson that the minutes of the March meeting be approved as submitted. There being no objection, it was so ordered.

President Mohr welcomed Mrs. Carl W. Stern, President of the Friends of the Library, Mr. Maurice Friedman, a student from the University of California, Berkeley, Library School, and Mr. Harry Johanson of The Examiner.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Callanan reported the action taken by Mayor Shelley with respect to the 1965-66 Library Department operating budget. Although it had been understood at the time of the hearing with the Mayor that $471,150 would be approved for the purchase of books and other library materials, this amount was subsequently redeced to $428,650. Mr. Holman reminded the Commission of the need for spreading book purchases throughout the fiscal year and suggested that an effort be made to have the book appropriation reestablished at $471,150.

It was moved by Chairman Callanan, seconded by Commissioner Malone and unanimously adopted that the following resolution be approved:

RESOLUTION #283

RESOLVED That the San Francisco Public Library Commission authorizes William R. Holman, City Librarian, to attend the University of California Advisory Council on Library Education, to be held at the University of California at Los Angeles, April 5, 1965, at a cost to the City not to exceed $25.00.

Chairman Callanan moved, Commissioner Johnson seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION # 284

RESOLVED That the San Francisco Public Library Commission hereby authorizes a transfer of $200.00 from the Contractual Services Appropriation to Rental of Branches (Real Estate Department), to provide sufficient funds for rental of Glen Park Branch Library, 2909 Diamond Street, from June 15 to July 15, 1965, inclusive.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Lisle introduced the following resolution. It was moved by Commissioner Callanan, seconded by Commissioner Malone and unanimously adopted that the resolution be approved.

RESOLUTION #285

(See first page following the minutes of this meeting.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

The Commission's attention was directed by Chairman Bransten to the monthly public relations activities report, prepared by Mr. David Belch, Library Public Information Officer. An additional article in The Examiner which mentioned the talk by Clifton Fadiman was reported by Mrs. Stern. Mrs. Robert J. Drewes was the author of the article.

Mr. G. William Gahagan, Executive Secretary of the California Friends of Robert Frost, was welcomed to the meeting. His generous donation of Robert Frost materials to the Library was reported.

Mr. Gahagan stated that although the donated collection was relatively small, he looked forward to seeing it enlarged and made truly significant, particularly in view of the fact that San Francisco was Frost's birthplace.

President Mohr thanked Mr. Gahagan for his generosity. Chairman Bransten moved, Commissioner Malone seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #286

RESOLVED That the San Francisco Public Library Commission hereby accepts with deep gratitude the collection of Robert Frost materials donated to the Library by Mr. G. William Gahagan, Executive Secretary of the California Friends of Robert Frost.

Exhibits during April will feature materials from the Schmulowitz Collection of Wit and Humor and items from the collection of Dr. and Mrs. Leon Kolb. Mr. Schmulowitz has been informed of the planned use of materials from the Wit and Humor Collection. The Commission was reminded of Mr. Schmulowitz's continuing generosity, marked by regular additions of a wide range of items of wit and humor.

President Mohr called the Commission's attention to the meeting of library trustees and commissioners scheduled to be held at the Parkside Branch Library, Saturday, May 8, 1965. Among the important matters to be discussed at this meeting will be Federal and State aid to libraries. President Mohr, Mrs. Stern and Mr. Holman all stressed the need for larger libraries to lead in building an augmented "system" of service to patrons.

Chairman Bransten reported the Neighborhood Meetings to be held at five branch libraries during the week of April 19. These meetings have been planned by the Library and the Friends for the purpose of calling citizen attention to the existing resources as well as the present and future needs of the San Francisco Public Library. Chairman Bransten encouraged his fellow Commissioners to attend as many of these meetings as their schedules permit.

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

The Committee meeting held March 12 for the purpose of reviewing progress to date was reported by Chairman Malone. He added that he hoped to schedule another meeting for the Committee with Mayor Shelley prior to the next Library Commission meeting for the purpose of investigating further the timing of a main library bond issue proposal.

The Secretary reported the following matters:

1. Western Addition Branch Library. Time for submission of construction bids

on this project had been extended to April 14. A ground-breaking ceremony could be scheduled for the second or third week of May.

2. Excelsior Branch Library. The project architect had met with members of the library administration to review design concepts and proposed floor plans.

3. Anna E. Waden Branch Library. Two of the three parcels required for the permanent branch in the Bayview District have been purchased by the City. The eminent domain action to acquire the third and final parcel is scheduled for court hearing within the next three to four months.

It was moved by Chairman Malone, seconded by Commissioner Callanan and unanimously approved that the foregoing report be accepted.

In response to a question by Commissioner Bransten, Mr. Belch reported on the efforts to condense the Bolles report and other appropriate materials into a concise resume of the requirements for a new main library building. It was requested that the Commission be afforded the opportunity to review the report prior to publication.

President Mohr asked Commissioner Johnson to serve as chairman of the ground-breaking ceremony for the Western Addition Branch Library.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. In response to Commissioner Callanan's suggestion to the Secretary, the operating schedule of the Business Branch Library had been changed by extending the closing hour from 5:30 P.M. to 6:00 P.M.

2. Forty library school students have been interviewed. It is anticipated that all existing professional staff vacancies will be filled by permanent appointment within approximately six months.

FRIENDS OF THE LIBRARY REPORT

Mrs. Carl W. Stern, President of the Friends, reported the following items:

1. It is hoped that additional donations to the library will be forthcoming as a result of Mr. Gahagan's gift of Robert Frost materials.

2. Many activities have been planned for National Library Week. To date, approximately 10,000 volumes have been received for the Book Sale to be held April 30, and May 1 and 2.

The poetry program to be held April 27 and the panel discussion, "The Writer in an Automated World", to be held April 29 should both be particularly interesting events.

3. A very cordial note, accompanied by an additional monetary contribution, had been received by the Friends of the Library from a member of the Library staff.

4. Extensive work is being done to support the Library's budget requests. Editorials, which are expected to conincide with National Library Week, will call attention to the Library's needs.

COMMUNICATIONS

From Mr. Nat Schmulowitz, re: reply to letter from the Secretary indicating his pleasure that many materials from the Schmulowitz Collection of Wit and Humor will be featured in National Library Week displays.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, May 4, 1965.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

RESOLUTION NO. 285

April 1, 1965

RESOLVED that the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March 1965 be approved:

1422 Junior Clerk Typist

Martha Louise Cook
Penny Olivia Sexton

3630 Librarian

Daniel F. Tatko

3602 Library Page PTAN

David Forman Canning
Nelda Louise Carlisle
Larry Thomas Crocker
James Edward Crowder
Gerald Thomas Devine
Charles "Jim" Hammersmith
Robert Raymond Leite
Fred Hilary Ramalho
Charles Anthony Siani
Marilyn Uran
Richard Oliver Ward

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted:

3602 Library Page PTAN

Eva Bessie
Daniel Cabrera
David Robert Dickson
Thomas C. Geruhty
Wayne W. Grodt
Raymond Jang
Carol Bernice Marcus
Nancy Alice McKay
Gerald Richman

SAN FRANCISCO PUBLIC LIBRARY

May 12, 1965

Proceedings of the postponed regular meeting of the San Francisco Public Library Commission held Tuesday, May 11, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by First Vice-President Malone.

On roll call the following were noted present: Commissioners Bransten, Callanan, Graves, Lisle and Malone. Absent: Commissioners Johnson and Mohr.

It was moved by Commissioner Graves and seconded by Commissioner Lisle that the minutes of the April meeting be approved as submitted. There being no objection, it was so ordered.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Lisle moved, Commissioner Callanan seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #287

(See first page following minutes of this meeting.)

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Callanan reported that the fiscal 1965-66 operating budget had been submitted to the full Board of Supervisors by its Finance Committee. The budget will be finally adopted by the Board on Monday, May 17, 1965.

It was moved by Chairman Callanan, seconded by Commissioner Graves and unanimously adopted that the Library's quarterly financial statement, for the period ending March 31, 1965, be approved. (See second page following the minutes of this meeting.)

Chairman Callanan moved, Commissioner Graves seconded and the Commission by unanimous action approved the expenditures, in the amount of $700.00, made from the Fuhrman Bequest Fund during the month of April.

It was moved by Chairman Callanan, seconded by Commissioner Lisle and unanimously adopted that the following resolution be approved:

RESOLUTION #288

RESOLVED That the City Controller be requested to increase the Revolving Fund of the San Francisco Public Library from $2,000.00 to $4,000.00 to permit the more expeditious payment of petty bills.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Bransten called the Commission's attention to the monthly public relations activities report prepared by Mr. David E. Belch, Public Information Officer.

The very comprehensive press coverage of National Library Week was reported

by Chairman Bransten. Seventy-two individual items had appeared, including editorials in support of the Library's 1965-66 budget.

Mr. Belch stated that the excellent newspaper support of the Library and its programs was due largely to the efforts of the Friends of the Library. The Commission thanked Mrs. Carl W. Stern, President of the Friends, for her enthusiastic interest and assistance in soliciting the support of the press.

Mrs. Stern stressed that the success of National Library Week could be attributed to the excellent leadership of Mrs. John R. Gamble, Chairman of Library Week, and also to the tremendous support of the staff and the Commission.

Mrs. Gamble summarized the many National Library Week activities. She pointed out that a great number of people had been involved, and that this fact contributed to the development of additional leadership potential for future programs. The neighborhood meetings, the poetry readings, the materials from the Schmulowitz Collection of Wit and Humor which were exhibited in both the main and branch libraries, the tremendous interest and participation of Dr. and Mrs. Leon Kolb, both in providing materials and in directing the highly successful book sale, were detailed by Mrs. Gamble.

It was suggested that a letter be prepared for posting in the branch libraries thanking the many citizens who had graciously contributed materials for the book sale.

The sentiment of the Library Commission was summarized by Commissioner Malone who stated that, thanks to the Friends, the whole of National Library Week had been superb.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

At the request of Chairman Malone, the Secretary reported the following matters:

1. Anna E. Waden Branch Library. The eminent domain action to acquire the third and final parcel required for the branch is scheduled for court hearing within the next two to three months.

2. Excelsior Branch Library. The project architect hopes to have preliminary plans for the branch available for the inspection and comment by the Commission at the next Commission meeting.

3. The ground-breaking ceremony for the Western Addition Branch Library has been scheduled for 10:00 A.M. Wednesday, May 19, 1965.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The Library has printed note cards utilizing a variety of cuts and other illustrative materials from the collection. These cards will be offered for sale, with the proceeds to be credited to the general fund.

2. The proposal is being considered for the possible utilization of personnel under the provisions of the Anti-Poverty Program.

3. The Library has received seventy applications for ten librarian positions.

These applications are currently being evaluated.

4. The Library administration is most grateful to the Friends, to the Commission, and to Mayor Shelley and the Finance Committee of the Board of Supervisors for the understanding and support of the 1965-66 operating budget.

COMMUNICATIONS

From Wesley C. Keir, re: his impressions of the obsolete character of the Main Library and pointing out the attractive and functional qualities of the new library in Stockton, California. FILE.

From The Reverend Cornelius J. Burns, re: commending the Library on the exhibit of materials drawn from Irish literature, but recommending consideration of the inclusion of works by Canon Patrick A. Sheehan in the collection. ACKNOWLEDGE AND FILE.

Mr. Volmer commented that patrons can often assist the Library in providing bibliographic information when they are well versed in a particular area of literature.

In reply to a question from Commissioner Bransten, the City Librarian reported the current status of negotiations to secure extended occupancy of the quarters housing the Business Branch Library at 138 Kearny Street.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, June 1, 1965.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 287

May 1, 1965

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1965, be approved:

2714 Janitor, part time

William Edward Young

1422 Junior Clerk Typist

Ann Barbara Auerbach
Ivanore V. Barros
Fred Cassidy Moss

1424 Clerk Typist

Laura Ellen Youngdale

3630 Librarian, part time

Gene K. Yip

3630 Librarian

Richard W. Kirby

3602 Library Page PTAN

Andrew M. Canepa
Patricia Ann Carruba
Kenneth Connell
James Mattson Elliott
Alfred V. Fabela
Donald E. Gerbi
June Cecilia Holle
Paul J. Irving
Sharon Louise Kaufman
Rene Emile Labataille
William Larkin Noble
William John Qualman

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted:

1402 Clerk

Joseph E. Murley

1424 Clerk Typist

Marilyn June Buell
John J. Cassarly

7426 Elevator Operator

John Robert Ballard

2714 Janitor

Patrick J. Cooney

2714 Janitor, part time

Joseph P. McElligott, Jr.

3602 Library Page PTAN

Danial Leland Bastien
Kenneth Connell
Virginia Ann Favela
Joseph James Giordano
Leonard Charles Hee
Stephen Lane
Robert R. Leite
Dan Wells Miller
Alice Lillian Muller
Louis Cepeda Paulino
Peter Michael Ruiz
Marilyn Uran
Linda Ann Walsh
Leary B. Wong

April 30, 1965

FINANCIAL COMMITTEE REPORT
SAN FRANCISCO PUBLIC LIBRARY
QUARTER ENDING MARCH 31, 1965

REVOLVING FUND		$2,000.00
RECEIPTS FOR THE QUARTER:		
Fines	$23,473.83	
Books Paid	3,147.10	
Reserve Postals Sold	1,912.11	
Miscellaneous Income	1,543.90	
TOTAL RECEIPTS		$29,176.94

	BUDGET 1964-65	EXPENDED FOR THE QUARTER	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,641,815.00	388,494.37	1,153,037.36	488,777.64
Overtime Salaries	1,000.00	155.96	521.07	478.93
Temporary Salaries	5,500.00		4,556.52	943.48
Wages	259,734.00	57,943.72	191,304.36	68,429.64
Contractual Services	167,079.50	47,696.00	163,229.77	3,849.73
Binding	45,000.00	931.09	44,467.63	532.37
Material and Supplies	56,390.00	12,557.24	47,157.30	9,232.70
Books and Library Material	381,150.00	76,866.58	281,531.34	99,618.66
Equipment	56,907.00	22,536.22	35,106.35	21,800.65
Membership Dues	1,139.00	133.58	410.71	728.29
Maint. & Repair of Auto	1,300.00	632.82	1,204.24	95.76
Maint. & Repair Office Equip.	3,700.00	77.54	2,511.23	1,188.27
Reproduction Service	400.00	57.89	98.62	301.38
Telephone & Telegram	11,848.00	2,545.48	6,447.09	5,400.91
Scavenger Services	2,140.00	491.13	1,648.39	491.61
Window Cleaning Services	5,636.00		5,666.00	---
Pest Control Service	300.00	17.15	201.49	98.51
Gasoline and Lubricants	1,500.00	385.98	994.59	505.42
Drygoods	250.00		247.13	2.87
Compensation Insurance	903.00	304.66	545.60	357.40
Retirement Allowance	103,597.00	25,899.00	77,697.00	25,900.00
Social Security Tax	35,148.00	8,787.00	19,641.00	15,507.00
Health Service	15,968.00	3,990.00	11,970.00	3,998.00
Rental of Branches	33,680.00	8,370.00	25,110.00	8,570.00
Rental of Xerox	2,223.00	423.35	1,271.81	953.19
Fidelity Insurance	71.00			71.00
Auto & Glass Insurance	923.00		470.27	452.73
Services of Other Dept.	20,428.00	5,107.00	15,318.00	5,110.00
Heat, Light & Power	43,220.00	3,905.84	31,676.81	11,543.19
	$2,898,981.50	$668,309.90	$2,124,042.58	$774,938.92

BUDGET TRANSFERRED TO DEPT. OF PUBLIC WORKS

Maintenance and Repair of Building	$78,580.00
Replacement and Reconstruction	7,510.00
TOTAL	$86,090.00

SAN FRANCISCO PUBLIC LIBRARY

June 2, 1965

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, June 1, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Mohr.

On roll call the following were noted present: Commissioners Bransten, Callanan, Lisle and Mohr. Absent: Commissioners Graves and Malone.

It was moved by Commissioner Lisle and seconded by Commissioner Callanan that the minutes of the May meeting be approved as submitted. There being no objection, it was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Callanan moved, Commissioner Bransten seconded and the Commission, by unanimous action, approved the following resolution:

RESOLUTION #289

RESOLVED That the San Francisco Public Library Commission hereby authorizes attendance of official delegates to the American Library Association Conference, including pre-conference workshops, to be held in Detroit, July 1-11, 1965.

The final action taken by the Board of Supervisors with respect to the Library's 1965-66 operating budget was reviewed by Chairman Callanan. He pointed out that eight of the ten new employments allowed by the Mayor had been approved, and that the book appropriation had been increased to $500,000.

Noting that the position of Investigator had not been approved by the Board of Supervisors, Chairman Callanan asked that it be determined if some other classification, possibly with a different title, could be established through Civil Service procedures, so that the Library's need to pursue unreturned books might be met. Mr. Holman stated that he would look into this matter further and report back to the Commission at its next meeting.

Chairman Callanan moved, Commissioner Bransten seconded and the Commission by unanimous action, approved the expenditures, in the amount of $360.00, made from the Fuhrman Bequest Fund during the month of May.

ADMINISTRATION AND PERSONNEL COMMITTEE

It was moved by Chairman Lisle, seconded by Commissioner Bransten and unanimously adopted that the following resolution be approved:

RESOLUTION #290

(See first page following the minutes of this meeting.)

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Bransten asked Mr. David Belch, Library Public Information Officer, to summarize the public relations activities for the month of May.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

In the absence of Chairman Malone, President Mohr asked the Secretary to report for the Committee. The preliminary plans for the new Excelsior Branch Library were displayed and explained to the Commission.

Since the drawings had just been received and the Committee had not had the opportunity to review them prior to the Commission meeting, Commissioner Callanan moved, Commissioner Bransten seconded and the Commission by unanimous action voted to send the plans to the Building, Development, Main Library Committee for study and recommendation; the Committee was empowered to act relative to final approval.

The Secretary informed the Commission that the court hearing regarding the eminent domain action to secure the third and final parcel required for the Anna E. Waden Branch Library would be scheduled soon.

FRIENDS OF THE LIBRARY REPORT

In introducing Mrs. Carl W. Stern, President of the Friends, President Mohr expressed the Commission's appreciation for the effort and time devoted by the Friends to supporting the Library's 1965-66 budget requests.

Mrs. Stern responded by saying that the work on behalf of the budget had been a combined effort and that the cooperation of the press had been invaluable.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters to the Commission:

1. The introduction of the self-charge circulation system had proceeded remarkably smoothly in the Main Library.

2. Negotiations are continuing to secure a two-year extension to the lease on the Business Branch Library location at the same monthly rental.

3. The microfilming of the card catalog is well underway. This project should be completed in approximately three months.

4. The summer Bookmobile schedule will commence June 28. Community stops will include one in Midtown Terrace.

5. A.B. 1622, library aid legislation, has passed the Assembly and is ~~not~~ now before the Senate.

6. An effort is being made to have pending legislation amended to carry the provision that library as well as school bond issues could be approved by a favorable 60%, rather than two-thirds, popular vote.

7. Approximately 400,000 volumes have been added to the Library's collections in the past five years. This has led to the strengthening of the Library, as has the employment of a number of new, excellent staff members.

COMMUNICATIONS

From Leon Spiro, The Shakespeare Foundation, re: advising that the Foundation is now a legal entity in the state of California, and requesting the Library's cooperation in Shakespeare matters. File.

61

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, August 3, 1965.

Respectfully submitted,

Frank M. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 290

June 1, 1965

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of May, 1965, be approved:

1422 Junior Clerk Typist

Rosa Mary Brown
Margaret Wyatt Jehu
Maggie Lee Neal

3630 Librarian

Barbara Feret

3630 Library Page PTAN

Michael Corrigan
Richard T. Dudy
David Douglas George
Rodger Alan Langlois
Steven Charles Lipson

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted:

1422 Junior Clerk Typist

Ann Barbara Auerbach

1424 Clerk Typist

Laura Ellen Youngdale

Donald Leroy Baker
Gary Jack Donofrio
Michael John Lee
Darrell Wayne Mattos
Rita Yvonne Montgomery
John Patrick Mullane
Alan F. Mundy
Joe Anthony Pucillo
John G. Reardon
Donald Earl St. John

SAN FRANCISCO PUBLIC LIBRARY

August 4, 1965

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, August 3, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Mohr.

On roll call the following were noted present: Commissioners Callanan, Lisle, Malone and Mohr. Absent: Commissioners Bransten and Graves.

President Mohr introduced guests in attendance including Mrs. Anita Martinez, member of the Art Commission, Mrs. Irving Baum, League of Women Voters, and Mrs. Carl W. Stern, President of the Friends of the Library.

The Secretary called the Commission's attention to an error in the minutes of the June meeting. Page 2, #5, under the City Librarian's Report should read: "A.B. 1622, library aid legislation, has passed the Assembly and is now before the Senate". It was moved by Commissioner Malone and seconded by Commissioner Lisle that the minutes be approved as corrected. There being no objection, it was so ordered.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Lisle moved, Commissioner Callanan seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #292

RESOLVED That the Library Commission hereby authorizes the attendance of Miss Effie Lee Morris, Coordinator, Children's Library Activities, at a seminar, "Excellence in Children's Literature", held at the University of California, August 2-6, 1965, at a cost to the City of $30.00.

It was moved by Chairman Lisle, seconded by Commissioner Callanan and unanimously adopted that the following resolutions be approved:

RESOLUTION #293

(See first page following the minutes of this meeting.)

RESOLUTION #294

(See second page following the minutes of this meeting.)

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Commissioner Callanan, reporting for the Committee, called the Commission's attention to the Library's public relations activities reports for the months of June and July.

The attention given to library news releases and articles by the local press was reported. Mr. David Belch, Public Information Officer, also informed the Commission that the Library Journal had published a picture of one of the book lists, "Easy on the Eyes", prepared for distribution to the Library's patrons.

It was moved by Commissioner Lisle, seconded by Commissioner Malone and unanimously adopted that the following resolution be approved:

RESOLUTION #295

RESOLVED That the San Francisco Public Library Commission hereby wishes to express its most sincere thanks and grateful appreciation for the distinguished collection of over 2,000 books donated to the Library by Mr. Max Koeppe of San Francisco. Mr. Koeppe is indeed to be commended for his fine generosity in making this collection available to the people of San Francisco.

Commissioner Lisle moved, Commissioner Malone seconded and the Commission by unanimous action directed that an expression of appreciation be sent to Mrs. W. W. Boardman of San Francisco for her generosity in presenting a handsome exhibit case to the Children's Room, Main Library. The case will be used to appropriately house and display the excellent doll collection presented to the Library by Mrs. Boardman previously.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Callanan, seconded by Commissioner Malone and unanimously adopted that the Library Department's quarterly financial statement for the period ending June 30, 1965 be approved.

Chairman Callanan reported that two Series K United States Government bonds held under the Fuhrman Bequest will mature this year. One bond in the amount of $10,000 will mature on August 10, and the other bond, in the amount of $5,000, on December 5, 1965. It was moved by Chairman Callanan, seconded by Commissioner Malone and unanimously adopted that the Treasurer of the City and County be requested to reinvest the funds from the two Series K bonds in other Government issues carrying comparable rates of interest.

Chairman Callanan moved, Commissioner Lisle seconded and the Commission by unanimous action approved the expenditure of $85.00 from the Schmulowitz Fund, made during the month of July.

It was moved by Chairman Callanan, seconded by Commissioner Lisle and unanimously adopted that the following resolution be approved:

RESOLUTION #296

RESOLVED That the Library Commission authorizes a request for Supplemental Appropriation in the amount of $129,925.00 for Personal Services, Books and Library Materials, Equipment and Fixed Charges, required for the new Western Addition Branch Library.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

The Secretary called the Commission's attention to City Attorney's Opinion No. 65-20, dated July 30, 1965, regarding the possible use of surplus funds in the Waden Bequest to offset the deficit in construction funds required for the permanent Excelsior Branch Library.

Chairman Malone moved, Commissioner Callanan seconded and the Commission by unanimous action voted to request the City Attorney to petition the Superior Court for the use of $61,500 from the Waden Bequest to offset the Excelsior Branch Library construction funds deficit.

65

It was moved by Chairman Malone, seconded by Commissioner Lisle and unanimously adopted that $900.00 be transferred from the Materials and Supplies Appropriation (O.E. 367 - Recordak Films), to Fixed Charges (O.E. 880 - Rent), to provide sufficient funds for leasing larger quarters for the Visitacion Valley Branch Library for the period October 1, 1965 to June 30, 1966.

FRIENDS OF THE LIBRARY REPORT

Mrs. Carl W. Stern, President of the Friends, reported the following matters:

1. A final decision has not yet been reached on the designation of the regional resources library in the San Francisco Bay Area.

2. Negotiations for the acquisition of the Grabhorn Collection have been very time consuming. However, the addition of this splendid collection to the holdings of the San Francisco Public Library will be truly significant, since it is both a "living" as well as a research collection.

President Mohr called the Commission's attention to her report of the American Library Association and American Library Trustees Association meetings held in Detroit. Of particular interest was the pre-conference workshop on library buildings. Although Detroit has 2½ times the land area of San Francisco, library officials there feel that their system is overbranched with 28 service outlets. Again, this emphasizes the need for resisting pressures for the establishment of additional branch libraries in San Francisco, President Mohr added. Materials gathered from the workshop meetings will be available in the Secretary's Office or turned over to the Building, Development, Main Library Committee.

Commissioner Mohr announced her decision to resign as president of the Commission, citing reasons of health. Commissioner Malone commended Commissioner Mohr for her outstanding leadership and, on behalf of the other Commissioners and himself, expressed regret that Commissioner Mohr felt it necessary to relinquish her office.

Commissioner Lisle nominated Commissioner Callanan for the office of president. The nomination was seconded by Commissioner Malone. Commissioner Callanan was declared elected by unanimous action.

Commissioner Graves was nominated for the office of Second Vice-President by Commissioner Malone. The nomination was seconded by Commissioner Lisle. Commissioner Graves was declared elected by unanimous action.

President Callanan thanked his fellow Commissioners for the confidence they had expressed in him. In assuming the president's chair he stated that he felt the quality of the Library's staff and administration was high and that the Friends of the Library had been very helpful in calling attention to the unmet needs of the institution.

President Callanan called attention to the materials which had been distributed to each Commissioner outlining a proposal for the Library's participation under the provisions of the Economic Opportunity Act. The Assistant City Librarian commented at some length on the objectives of the program as outlined. Mr. Martelle made clear, however, that this was a tentative program at present, and that the needs of the people in designated target areas would have to be explored further by the Library and also through cooperation with other interested agencies.

It was moved by Commissioner Malone, seconded by Commissioner Mohr and unani-

mously adopted that the administration be granted permission to investigate the implications of the Library's proposed participation in the Economic Opportunity Act programs. Commissioner Mohr commended Mr. Martelle on his work on the E.O.A. proposal.

ASSISTANT CITY LIBRARIAN'S REPORT

Mr. Martelle reported the following matters:

1. The American Library Association Conference

   a. Both he and the City Librarian had attended the A.L.A. pre-conference meetings on buildings and on rare books.

   b. The A.L.A. will meet in San Francisco in 1967. Much preliminary work will be required of the Library's staff prior to the conference.

   c. Very favorable comments on the publications of the San Francisco Public Library had been made by delegates to the Detroit conference.

2. An internal audit of financial and procedural activities of the Library had been made by an accounting firm retained by the Controller's Office. Similar audits of other city departments are also being conducted with the objective of standardizing and streamlining procedures which are common to two or more departments.

3. The Library is actively in the out-of-print market in a continuing effort to build our collections in depth.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, September 14, 1965.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

67

RESOLUTION NO. 293

July 1, 1965

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June, 1965, be approved:

1424 Clerk Typist

Laura E. Youngdale

7416 Book Repairer

Rosemarie Doering

3630 Librarian

Jacqueline Merschberg

3630 Librarian, PTAN

Carol Gardner Brown
Linda A. Ramey

3602 Library Page PTAN

William Charles Anderson
Phyllis Armstrong
Melvin Robert Burman
David Dickson
Leslie Irvine Hause
Barbara Jean Holt
Dwight Albert Joseph
David Michael Kenney
William Edmund Logman
Gary Hale McGrew
Birute Julia Mustaikis
Iris Tamara Sabre
Dale Frederick Smith
Leonard Stanley Toering
Nancy Vellutini
Jim G. Webber
Michael Yamamoto
Gregory Burke Jones

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted:

1422 Junior Clerk Typist

Ivanore V. Barnes
Maggie Lee Neal
Penny O. Sexton

7416 Book Repairer

Rosemarie Doering

3630 Librarian, PTAN

Irene Sheldon

3602 Library Page PTAN

Dale Anthony Altwater
Frank Logan Bermudez
Anita Blakkan

Sue-Ellen Case
James R. Cavellini
David Joseph Centner
Larry Thomas Crocker
Earl Davis
Gerald Thomas Devine
Allen Joseph Dunbar
James Mattson Elliott
Michael Leo Flaherty
Jack Alan Giessler
William Woodring Graff
Valga Krauss
Rene Emile Labataille
Ronnie Lee La Mance
William Edmund Logman
Marion F. McCann
Rodolfo A. Ramos
Frederick Hilary Ramalho
Justo L. Robles, Jr.
Andrea Ellen Scannell
Donald Vincent Welcher

RESOLUTION NO. 294

August 1, 1965

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1965, be approved:

1422 Junior Clerk Typist

Virginia Anne Lynch

3630 Librarian

Katharine Adomeit
Shirley Strom
Catharine Grace Wood

3630 Librarian, part time

Joe Wilson Thorn

3602 Library Page PTAN

David Gary Allen
Pearl Berkelman
Kenrick Dare
Rosemarie Doering
Robert Dondero
Gerard Esponda
Ronnie Lee La Mance
Craig Rasmussen
David Rege
Paul Shuttleworth

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted:

1422 Junior Clerk Typist

Martha Louise Cook

1424 Clerk Typist

AAnne U. Franklin

3630 Librarian

Barbara Feret
Richard W. Kirby
Helen A. Ridgway
Joe Wilson Thorn

3630 Librarian, PTAN

Richard W. Kirby

3602 Library Page PTAN

William C. Albright
Arthur Buckley
Donald P. Castle
John Steve Donofrio
David Douglas George
Paul Joseph Irving
Joseph Poka
Charles Anthony Siani
Doris P. W. Sundar
Richard Winston Taliaferro
Judith E. Winters

July 29, 1965

FINANCIAL COMMITTEE REPORT
SAN FRANCISCO PUBLIC LIBRARY
QUARTER ENDING JUNE 30, 1965

REVOLVING FUND		$2,000.00
RECEIPTS FOR THE QUARTER:		
Fines	$25,528.99	
Books Paid	2,430.22	
Reserve Postals Sold	957.64	
Miscellaneous Income	1,612.10	
TOTAL RECEIPTS		$30,528.95

****

	BUDGET 1964-65	EXPENDED FOR THE QUARTER	EXPENDED TO DATE	BALANCE
Permanent Salaries	1,641,815.00	391,626.89	1,544,640.69	97,174.31
Overtime Salaries	1,075.00	485.35	1,064.48	10.52
Temporary Salaries	5,500.00	493.26	5,049.78	450.22
Wages	259,734.00	63,787.05	258,765.29	968.71
Contractual Services	166,362.50	2,959.31	166,230.28	132.22
Binding	45,000.00	760.57	44,902.71	97.29
Material and Supplies	56,190.00	8,696.07	55,853.37	336.63
Books and Library Material	381,792.00	99,973.42	381,504.76	287.24
Equipment	56,107.00	33,264.16	55,800.38	306.62
Membership Dues	1,139.00	420.00	830.71	308.29
Maint. and Repair of Auto	1,611.00	361.91	1,566.15	44.85
Maint. and Repair Office Equip.	2,820.00	394.18	2,673.44	146.56
Reproduction Service	200.00	75.33	173.95	26.05
Telephone and Telegram	11,448.00	2,649.13	10,654.30	793.70
Scavenger Services	2,140.00	263.71	2,139.52	.48
Window Cleaning Services	5,666.00	--	5,666.00	--
Pest Control Services	435.00	111.00	393.90	41.10
Gasoline and Lubricants	1,500.00	426.47	1,273.09	226.91
Drygoods	250.00	--	247.13	2.87
Compensation Insurance	1,403.00	282.43	1,191.92	211.08
Retirement Allowance	103.097.00	19,500.00	78,000.00	25,097.00
Social Security Tax	35,148.00	8,787.00	35,148.00	--
Health Service	15,968.00	3,990.00	15,968.00	--
Rental of Branches	33,680.00	8,570.00	33,680.00	--
Rental of Xerox	1,847.00	636.36	1,806.00	41.00
Fidelity Insurance	71.00	--	71.00	--
Auto & Glass Insurance	923.00	5,107.00	776.27	146.73
Services of Other Departments	20,428.00	5,106.00	20,428.00	---
Heat, Light & Power	45,500.00	11,548.26	43,235.07	2,264.93
TOTAL	$2,898.849.50	$670.274.86	$2,769.734.19	$129.115.31

BUDGET TRANSFERRED TO DEPT. OF PUBLIC WORKS

Maintenance and Repair of Building	Appropriated	$78,580.00
Replacement and Reconstruction		7,510.00
TOTAL		$86,090.00

SAN FRANCISCO PUBLIC LIBRARY

September 15, 1965

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, September 14, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Bransten, Callanan, Lisle, Malone and Mohr. Absent: Commissioner Graves.

President Callanan welcomed Mrs. Irving Baum, representing the League of Women Voters, and Mrs. Carl W. Stern, President of the Friends of the Library.

There being no objection, the minutes of the August meeting were declared approved as submitted.

ADMINISTRATION AND PERSONNEL COMMITTEE

It was moved by Chairman Lisle, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #297

(See first page following the minutes of this meeting.)

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Bransten called the Commission's attention to the Library Department's monthly public relations activities report. He asked Mr. David Belch, public information officer, to elaborate on the various programs and activities conducted by the Library during the preceding month.

Mr. Belch reported the following matters:

1. The Library's annual report to the Mayor for the fiscal year ending June 30, 1965 had been prepared and submitted.

2. Small cards have been printed listing the Library Commissioners, and carrying current budgetary and other statistical information about the Library Department.

3. A brochure has been printed describing the art loan service available through the Art and Music Department, Main Library.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Graves, the Secretary called the Commission's attention to the sheet listing the expenditures made from the Fuhrman Bequest Fund during the month of August. Commissioner Lisle moved, Commissioner Mohr seconded and the Commission by unanimous action voted to approve the expenditures in the amount of $2,347.20.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone asked the Secretary to report the following matters:

1. Western Addition Branch Library. Construction is progressing on schedule with the masonry walls and piers currently being erected. Completion of the branch is scheduled for January 1966.

2. Anna E. Waden Branch Library. The suit in eminent domain has been filed to secure the third parcel required for this branch library project in the Bayview District.

3. Visitacion Valley Branch Library. The transfer of funds to permit leasing larger quarters for this branch has been approved by the Board of Supervisors. The new location contains approximately twice the square footage of the present one.

4. Business Branch Library. The owners of 138 Kearny Street have agreed to an extension of the current lease to June 30, 1968. The rental will remain $2,000.00 per month. The extension must be approved by the Board of Supervisors.

FRIENDS OF THE LIBRARY REPORT

Mrs. Carl W. Stern, President of the Friends, reported the following matters:

1. The Friends were pleased that their work in support of the Library had been prominently and enthusiastically mentioned in the Department's annual report to the Mayor.

2. An additional source of funds to permit the purchase of the Grabhorn Collection for the Library.

3. The possibility of two new collections to be presented to the Rare Books and Special Collections Department.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The Summer Reading Program was very successful. President Callanan and Commissioner Mohr attended the awards ceremony at the Hilton Hotel which marked the conclusion of the Program. Over 3,000 children were enrolled in the Program this year.

2. Although technical problems have delayed the microfilming of the card catalog, work is proceeding on this project.

3. Work has been completed on the office for the Coordinator of Adult Services. Miss Collopy will have the services of a bibliographic assistant when she moves into her new quarters.

COMMUNICATIONS

From Mr. John J. Goodwin, Treasurer, City and County of San Francisco, re: reinvestment of $10,000.00 in U.S. Treasury Bond No. 22118, purchased for the account of the Fuhrman Bequest (Library). Bond to mature February 15, 1974.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, October 5, 1965.

Respectfully submitted:

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 297

September 14, 1965

RESOLVED that the following non-Civil Service, Temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of August, 1965, be approved:

1422 Junior Clerk Typist

Ronald J. Re nteria
Walter A. Young

1444 Clerk Stenographer

Therese Mulhall

3630 Librarian

Linda June Fry

3602 Library Page PTAN

Michael Alter
Robert L. Burman
Harvey L. Briley
Gregory Chuck
Earl Davis
Louis De Marco
Edward Frank
Geraldine Gray
Donald Kafafian
Velga Krauss
Melvin Lew
John McAlister
Carol Middleton
Douglas Morales
Gale Ow
Keiko Takeshita
Ronald Wong

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted:

1422 Junior Clerk Typist

Walter A. Young

3630 Librarian, part-time

Virginia McCormick

3630 Librarian

Shirley Strom

3602 Library Page PTAN

James Beckwith
Betty Broussard
Donovan Ching
Dean Christianson
Joyce Dinslage
Rosemarie Doering
Robert Dondero
Richard Dudy
Alfred Fabela
Joan M. Fodrini
Darlene Fung
Gregory Jones
Sophia Marra
Philip G. MacDonald
Birute Mustaikis
Raymond Panattoni
Silvio Poggi
Christopher Sabre
Jeremy Setzer
Ellis Varellas
Leroy Woods
Keith Young
Paul Tim Yuen

SAN FRANCISCO PUBLIC LIBRARY

October 7, 1965

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, October 5, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 p.m. by President Callanan. He welcomed Mrs. Bernice Garner, a newly appointed commissioner, to her first commission meeting.

In addition to Mrs. Garner, the following were noted present on roll call: Commissioner Bransten, Callanan, Graves, Malone. Absent: Commissioner Lisle, Mohr.

There being no objection, the minutes of the September meeting were approved as submitted.

ADMINISTRATION AND PERSONNEL COMMITTEE

It was moved by President Callanan, in the absence of Chairman Lisle, and unanimously adopted by the commission that the following resolution be approved:

RESOLUTION #298

(See first page following the minutes of this meeting.)

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Bransten called attention to the library's monthly public relations report which had been distributed to each commissioner. Mr. David Belch, public information officer, also gave out copies of a new booklist, "Easy on the Eyes." Commissioner Graves asked that the library telephone directory be sent to all commissioners.

Commissioner Malone reported that Supervisor Tinney had been very complimentary of the Children's Summer Reading Program Awards Ceremony which he had attended as a representative of the Mayor. President Callanan who attended as a representative of the commission said that the library staff was to be commended for the success of the event. Comm. Mohr also ~~then~~ represented the Comm. at the Awards Ceremony.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Graves asked the City Librarian to report on the following:

1. The expenditure of $85.00 from the Fuhrman Fund for the month of September. Chairman Graves moved, Commissioner Malone seconded, and the commission by unanimous action voted to approve this expenditure.

2. Progress of the Western Addition Supplemental Budget Request of $129,925 for staff, books, and equipment. The city librarian reported that the Mayor's Office should know shortly how much money will be available this year for supplemental budget requests.

3. The city librarian described the library's plan to print and sell note cards to publicize the library and its special collections. He said that the City Attorney had advised that "the printing and sale of note cards which depict books and other cultural objects located in the San Francisco Public Library constitutes a proper public purpose." However, as the Charter does not authorize this activity, the City Attorney also advised that "the power to allow the Library to engage in the program rests with the Board of Supervisors." Accordingly, Mr. Holman presented the following resolution for consideration by the commission:

RESOLUTION #299

RESOLVED That the San Francisco Public Library Commission hereby authorizes that the following proposed ordinance which will authorize the printing and sale of note cards by the San Francisco Public Library be submitted for adoption by the Board of Supervisors:

AMENDING THE SAN FRANCISCO ADMINISTRATIVE CODE BY ADDING SECTION ____ THERETO, AUTHORIZING THE LIBRARY COMMISSION TO PRINT AND SELL NOTE CARDS.

Be it ordained by the People of the City and County of San Francisco:
Section 1. The San Francisco Administrative Code is hereby amended by adding Section ____ thereto to read as follows:

Sec. ____. The Library Commission is hereby authorized to print and sell note cards depicting books and other works of art in its library collection. The sales price for said note cards shall be established jointly by the Library Commission and the Purchaser of Supplies. Any and all moneys received from the sale of such note cards shall be deposited in the Treasury in accordance with Charter provisions.

After a short discussion, it was moved by Chairman Graves, seconded by Commissioner Malone, and unanimously adopted by the commission that the above resolution be approved.

4. For the information of the commission, the city librarian reported that the library had received final approval from the State on September 13 of the $60,456 per capita grant received under the Public Library Development Act of 1963. The library has submitted claims for the allotments for the first two quarters.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone reported on the following matters:

1. Western Addition Branch. The footings and foundations are in, and some of the walls are up. Construction of the branch is progressing on schedule.

2. Acquisition of last parcel of land required for the Anna E. Waden Branch. The Real Estate Department is working with the owners' lawyers attempting to get a settlement without going to court. The owners have been served with a process, but no trial date has been set.

3. Visitacion Valley. The flooring is being laid in the new building, and the shelving is also being moved. The new building should be occupied by the 15th of October.

Following his formal report, Chairman Malone mentioned that he had recently visited the new main library building in Salt Lake City. He said that the contrast between that building and San Francisco's brought out strikingly how outmoded San Francisco's was. Commissioner Bransten suggested that the commission should begin to acquaint other groups in the city with the need for a new main library building. The commission agreed that this should be done somewhat later in the year.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following:

1. The library will have a booth at the Minority Job Fair, sponsored by the Greater San Francisco Chamber of Commerce, to be held at the Civic Auditorium on November 6 and 7. The library's booth will display both commercial and government publications to let people know what is available to help them prepare for and to obtain jobs.

2. He distributed copies of an information report on the Community Work Training Program which has been jointly operated since November, 1964, by the Public Welfare Department and the library. He stated that as the report shows, the results of the program have been gratifying thus far.

3. He spoke on the importance of the library setting goals to provide a direction for its future programs and services. He distributed copies of a "Plan for Development, 1966,1967" and asked the commissioners to review it and bring their suggestions for additions, changes, and deletions to the next meeting.

4. He described the use of data processing by libraries to provide book catalogs for branch libraries. In order that the library will have sufficient information with which to evaluate this system, he requested the commission's permission to take a trip of up to two weeks to the East Coast. While there, he will visit libraries now using book catalogs and also the firm which is currently producing them.

Commissioner Malone moved, "That the city librarian be given permission to go to New York for the purpose of examining the data processing system for public libraries." The motion was seconded by Commissioner Graves and unanimously adopted by the commission.

FRIENDS OF THE LIBRARY REPORT

Mrs. Melissa Hamilton, executive secretary, reported as follows:

1. A special Dante lecture, "Why Dante Today?" presented by the Friends in cooperation with the Dante Centenary Committee, will be given by Dr. Uguccione Ranieri di Sorbello on Thursday, October 21, 1965, at 8 p.m. in the Literature Room, Main Library.

2. The annual membership drive will begin soon. The commissioners were asked to send to the Friends' office names of prospective members.

3. The official opening of the Grabhorn collection will be held on Wednesday, November 17, 5:00 to 6:30 p.m., in the Main Library. The commissioners were asked to let the Friends' office know the names of persons to whom they would like invitations sent.

There being no further business to come before the commission, the meeting was declared adjourned until 3:30 p.m. on Tuesday, November 2, 1965.

Respectfully submitted,

Beverly M. Callahan
Acting Secretary

RESOLUTION NO. 298

October 1, 1965

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September 1965, be approved:

1422 Junior Clerk Typist

Delores Elaine Brown
Billy Roy Couvson
Patricia Raineri
Joy JoAnne Walsh

7334 Stationary Engineer

Thomas James O'Brien

3630 Librarian

Helen A. Ridgway
Elizabeth Harlan Storey

3602 Library Page, Full Time

Clinton Robert Arndt
Mark Petrofsky
Juan Sagastume
William J. Skipwith

3602 Library Page PTAN

Richard B. Anderson
Darriel Belcher
Arnold Brack
Chan Chang
George Patton Colbert

3602 Library Page PTAN (Cont.)

Gary Jack Donofrio
Dee Echelbarger
Donald L. Exter
Jack Alan Giessler
Ted T. Itagaki
Lorraine Bette Johnson
Lois Mary Jones
Laura Jorgensen
Adele Lampros
Michael John Lee
Bruce Lieberman
Philip A. Macdonald
Pamela Machado
Sophia Marra
George Mathews
Mary Jo Moore
Louis M. Meunier
Birute Julia Mustaikis
Fred Hilary Ramalho
John Gerald Reardon
Donald Stuart Rice
James M. Rigsbee
Scott Wilson
Maureen Wong
Michael Harvey Young

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted:

1422 Junior Clerk Typist

Rosa Mary Carter
Virginia Anne Lynch

7334 Stationary Engineer

Thomas James O'Brien

3630 Librarian

Jacqueline Herschberg
Nancy H. Hurley
Betsy Jo Linzey

3602 Library Page PTAN

Edna Marie Brandt
David Forman Canning
Nelda Louise Carlisle
Jerome Carroll, Jr.
Kathleen E. Crizer
Michael Corrigan
James Edward Crowder
Garry Hale McGrew
Susan Althea Mincks
Carol Edna Page
Matthew Plescia
Lesley Quast
Iris Tamara Sabre
Barbara Jean Whitaker
Michael Harvey Young

SAN FRANCISCO PUBLIC LIBRARY

November 4, 1965

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, November 2, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Bransten, Callanan, Garner, Malone and Mohr. Absent: Commissioners Graves and Lisle.

President Callanan welcomed guests, including Mrs. John Gamble and Mrs. Melissa Hamilton of the Friends of the Library.

Commissioner Mohr, as well as President Callanan, attended the Children's Summer Reading Program Awards Ceremony representing the Commission. The minutes of the October Commission meeting, to show this addition, were approved as corrected.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Bransten and Mr. David Belch, Public Information Officer, called the Commission's attention to the public relations activities report for the month of October.

President Callanan commended the staff, particularly Mr. Jerome Wright, librarian in charge of the Bayview Branch Library, for scheduling the talk by Horace Cayton and for planning the series of Consumer Education lectures to be held at the branch.

ADMINISTRATION AND PERSONNEL COMMITTEE

In the absence of Chairman Lisle, it was moved by Commissioner Malone, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #300

(see first page following the minutes of this meeting.)

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Graves, it was moved by Commissioner Garner, seconded by Commissioner Mohr and unanimously adopted that the Department's quarterly financial report for the period ended September 30, 1965 be approved. (See second page following the minutes of this meeting.)

Commissioner Mohr moved, Commissioner Garner seconded, and the Commission by unanimous action approved the expenditures in the amount of $130.00, made from the Fuhrman Bequest Fund during the month of October.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone asked the Secretary to report on the following matters:

1. Western Addition Branch Library. Construction work is proceeding according

62

to the contract with completion scheduled for mid-January, 1966.

2. Anna E. Waden Branch Library. The attorney for the owners of the last of the three parcels required for the branch has presented his client's counter-offer to the Real Estate Department. It is anticipated that a final settlement will be reached soon.

3. The Visitacion Valley Branch Library has been reopened in larger quarters at 45 Leland Avenue.

President Callanan reported on his recent meeting with Commissioner Graves. The meeting was held to discuss the possible sale of the securities included in the Waden Bequest so that a portion of what is assumed to be a surplus over and above the amount required for the Waden Branch Library could be used to make up the deficit in funds needed for the construction of the Excelsior Branch Library. Commissioner Graves had indicated that the portfolio of securities is quite strong, and that he advised not selling the equities until such time as the proceeds were actually required, President Callanan reported.

Mr. Martelle reminded the Commission that the residents of the Excelsior District have been very patient with respect to the construction of the permanent Excelsior Branch Library, but that further delays in the project may well cause criticism.

Chairman Malone suggested a meeting of the Committee for the purpose of discussing the possible alternative sources of funds required to make up the Excelsior Branch Library construction fund deficit.

FRIENDS OF THE LIBRARY REPORT

Mrs. John Gamble reported the following matters:

1. The Friends have been making plans for next spring's observance of National Library Week.

2. There has been a close liaison between the Friends and the City Librarian and the Library staff in preparation for the formal opening of the Robert Grabhorn Collection, scheduled for November 17.

In response to Mrs. Gamble's question about the use of the Merced Branch Library for a series of art lectures, Commissioner Mohr and others explained how and why the present policy regarding the use of library facilities for meetings had been decided upon.

ASSISTANT CITY LIBRARIAN'S REPORT

Mr. Martelle reported the following matters:

1. An exhibit of paintings by Japanese artists had been held in the library, October 18 to 26. Selected works were presented to the City and one block print was given to the Library.

2. Mayors of thirty Japanese communities, who were visitors to this country, toured the Library.

3. The Dante exhibit was particularly well received by the public.

4. Miss Harriet Collopy, Adult Coordinator, is now located in her new office in the Main Library.

5. The placement of the conveyor to be used for books returned to the Main Library is presently under study.

6. The Library was prepared to participate in the Job Fair, sponsored by the Chamber of Commerce, which was to be held in November. However, the Fair was postponed to a later date.

7. There has been a number of meetings and interviews conducted to ascertain the Library's role under the provisions of the Economic Opportunity Act programs. Although there has been no formal action as yet, Neighborhood Youth Corps program participation is being developed.

Commissioner Mohr reminded the Commission of the forthcoming annual California Library Association Conference to be held in San Francisco. She expressed the hope that all Commissioners would plan to attend the activities particularly scheduled for trustees and Friends of the Library on Friday, December 10.

COMMUNICATIONS

From Edgar D. Osgood, Chairman, Human Rights Commission of San Francisco, re: expression of appreciation to the Library Commission for the use of the Commission Room for the regular meetings of the Human Rights Commission and for the cooperation of the Library's staff. FILE.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, December 7, 1965.

Respectfully,

Frank M. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 300

November 1, 1965

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October, 1965, be approved:

1422 Junior Clerk Typist

William Graff
Joanne Mutti
Ruby Seagram
Frederick W. Taylor

3602 Library Page, Full Time

Thomas H. Jackson
Steve Kowit
Robert Joseph McConnell

3630 Librarian

Richard Shouse

3602 Library Page PTAN

Craig James Chester
Michael Clark
Joanne Console
Richard Forman
Robert George Gardner
Johnnie C. Hollis, Jr.
Wiley Johe
Gail Constance Latimer
Brian Allen Lawson
Lawrence Lee
Martin S. Locks
Robert Long
Patrick Nurre
Shirley Ann Perry
William Staver
Jeneatta Tompkins

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted:

1422 Junior Clerk Typist

Billy Roy Couvson
Ronald Renteria
Ruby Seagram

1424 Clerk Typist

Laura E. Youngdale

1444 Clerk Stenographer

Therese Mulhall

3602 Library Page PTAN

William Charles Anderson
William Genley Anderson
David R. Dickson
John Gaspar
Dwight Albert Joseph
Elizabeth McCloy
Michael Pearce
Henry Russell
Giuliana Spera
Richard Oliver Ward
Victor Wong
Fred Charles Wright
Winifred Wu
Michael Yamamoto

October 29, 1965

FINANCIAL COMMITTEE REPORT
QUARTER ENDING SEPTEMBER 1965

REVOLVING FUND		$2,000.00
RECEIPTS FOR JULY, AUGUST & SEPTEMBER 1965		
Fines	$19,924.17	
Book Paid	2,399.91	
Reserve Postals Sold	938.30	
Miscellaneous Income	1,589 30	
TOTAL RECEIPTS		$24,851.68

****

	BUDGET 1965-66	EXPENDED FOR THE QUARTER	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,775.146.	$404,252.90	$404,252.90	$1,370,893.10
Overtime Salaries	1,000.	96.31	96.31	903.69
Temporary Salaries	5,500.	527.06	527.06	4,972.94
Wages	264.951.	60,401.02	60,401.02	204,549.98
Contractual Services	115,645.	98,579.77	98,579.77	17,065.23
Binding	45,000.	35,000.00	35.000.00	10,000.00
Material and Supplies	57,060.	20,982.46	20,982.46	36,077.54
Equipment	34,335.	13,110.02	13,110.02	21,224.98
Library Books	500,000.	270,588.75	270,588.75	229,411.25
Maint. & Repair Office Equip.	3,700.	1,496.00	1,496.00	2,204.00
Maint. & Repair Auto	1,200.	164.58	164.58	1,035.42
Telephone and Telegraph	11,848.	5,123.21	5,123.21	6,724.79
Scavenger Services	2,200.	690.13	690.13	1,509.87
Window Clean Services	5,500.	5,369.00	5,369.00	131.00
Rental Office Machine	2,956.	1,956.00	1,956.00	1,000.00
Pest Control Services	300.	250.00	250.00	50.00
Reproduction Services	200.	8.55	8.55	191.45
Membership Dues	1,149.	70.15	70.15	1,078.85
Fidelity Insurance	71.	-	-	71.00
Auto & Gen. Insurance	906.	198.00	198.00	708.00
Compensation Insurance	1,000.	83.00	83.00	917.00
Retirement	87,548.	21,885.00	21,885.00	65,663.00
Social Security Tax	36,043.	9,009.00	9,009.00	27,034.00
Health Service	17,101.	4,275.00	4,275.00	12,826.00
Rental of Branches	36,780.	8,970.00	8,970.00	27,810.00
Heat, Light and Power	44,000.	11,010.29	11,010.29	32,989.71
Services of Other Dept.	20,082.	5,020.00	5,020.00	15,062.00
TOTAL BUDGET	$3,071.221.	$979.116.20	$979.116.20	$2,092,104.80

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance & Repair of Building	Appropriated	$62,660.00
Replacement & Reconstruction		13,550.00
Buildings and Improvements		15,300.00
Total Transfer		$91,510.00

SAN FRANCISCO PUBLIC LIBRARY

December 8, 1965

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, December 7, 1965, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:45 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Callanan, Graves, Garner, Lisle, Malone and Mohr. Absent: Commissioner Bransten.

President Callanan welcomed guests including Mrs. Carl Stern, Mrs. Irving Baum, and Mr. Robert Danforth.

It was moved by Commissioner Graves and seconded by Commissioner Mohr that the minutes of the November meeting be approved as submitted. There being no objection, it was so ordered.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone reported on the meeting of the Committee held this date for the purpose of discussing the timing of a main library bond issue proposal for submission to the electorate.

The following matters were also reported by the Chairman:

1. Construction of the Western Addition Branch Library is on schedule; completion is expected in late January 1966.

2. The owners of the third parcel required for the Anna E. Waden Branch Library have indicated their intention of selling their property to the City at a price of $28,500. Once this property has been acquired the Commission will request a list of approved architects from the Director of Public Works and will name a project architect for the Waden Branch. A determination will also be made of whether or not a portion of the Waden Bequest funds may be used to offset the deficit in construction funds required for the Excelsior Branch Library.

   Mr. Holman indicated it might be possible to secure Federal or State funds for the Excelsior project; however, he stressed that he would prefer to apply any such available funds to the reconstruction or replacement of the main library building.

It was moved by Commissioner Garner, seconded by Commissioner Lisle and unanimously adopted that the Finance, Audit and Budget Committee be empowered to act, for the period of sixty days from the date of this meeting, in the matter of the possible sale of the stocks contained in the Waden Bequest.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

In the absence of Chairman Bransten, Mr. David Belch, Public Information Officer, was asked by President Callanan to present the public relations activities report. Mr. Belch stressed that the formal opening of the Grabhorn Collection was certainly the high point of the month. Newspapers had carried a number of items about the library activities, but discussions are continuing concerning the question and answer television program.

Mrs. Stern complimented the public relations staff on the excellence of the invitations for the Grabhorn opening. She also made the point that the acquisition of this significant collection made a whole new group of people aware of the library. its collections, its importance and its needs.

President Callanan thanked Mrs. Stern for the work of the Friends of the Library, without which the Grabhorn Collection would most probably not have come to the San Francisco Public Library.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Graves, seconded by Commissioner Lisle and unanimously adopted that the following resolution be approved:

RESOLUTION #301

RESOLVED That Mr. William R. Holman, City Librarian, be permitted to participate in recruiting trip to Los Angeles area library schools, to attend the Los Angeles Annual Book Fair and to meet the Los Angeles City Librarian for the purpose of investigating Data Processing operations, November 9-13, 1965, at a cost to the City not to exceed $122.20.

Chairman Graves moved, Commissioner Malone seconded and the Commission by unanimous action adopted the following resolution:

RESOLUTION #302

RESOLVED That the Library Commission hereby authorizes a request for supplemental appropriation in the amount of $60,456.00 for library improvement. The City will be reimbursed by the State of California pursuant to an agreement entered into between the State of California and the San Francisco Public Library.

It was moved by Chairman Graves, seconded by Commissioner Malone and unanimously adopted that the following resolution be approved:

RESOLUTION #304

RESOLVED That Mr. William R. Holman, City Librarian, be permitted to attend the American Library Association Mid-Winter Conference, to be held at Chicago, Illinois, January 24-29, 1966, at a cost to the City of $427.40.

Chairman Graves moved, Commissioner Malone seconded and the Commission by unanimous action approved the expenditures, in the amount of $543.00, made from the Fuhrman Fund during the month of November.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Lisle moved, Commissioner Malone seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #303

(See first page following the minutes of this meeting.)

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The Assistant City Librarian has been working on a request which will be submitted to Mr. Val King, the Mayor's coordinator for participation of City and County departments under provisions of the Economic Opportunity Act.

2. A manual, Instructions for Library Pages, was prepared and distributed. The manual sets forth standards of dress and behavior, as well as other pertinent aspects of page employment.

3. A number of staff members are involved in the California Library Association Annual Conference at the Hilton Hotel.

Commissioner Mohr stressed the importance of working with both the California Library Association and the American Library Association, and the value of the materials published by these two professional organizations.

The Commission was reminded that it should be prepared to review the department's operating budget for 1966-67 around the middle of January. For this reason it was suggested that the next meeting of the Commission be tentatively postponed until January 18, 1966, at which time the election of Commission officers for the 1966 term will also take place.

COMMUNICATIONS

From Mrs. Carma R. Leigh, State Librarian, re: expressing her regret that she had been unable to attend the formal opening of the Grabhorn Collection, but hopes to view this importance acquisition soon. FILE.

There being no further business to come before the Commission, the meeting was declared adjourned until 3:30 P.M. Tuesday, January 18, 1966, or to a date and time designated by President Callanan.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 303

December 1, 1965

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November, 1965, be approved:

1422 Junior Clerk Typist

Lorraine Victoria Brown
Errol Neal Crawford
Barbara Jane Hudson
John Robert Thienes

1424 Clerk Typist (NonCS)

Carol Hanigan
Samuel H. Stewart, Jr.
Margaret Wanner

1424 Clerk Typist

Lorraine M. Fitzgerald
Charles W. Murphy

1630 Account Clerk

Lani Sue Chamberlin

3602 Library Page PTAN

Bruce Baker
Trent Devenney
Joy Norrene Hemp
Gerald Damian Lee
James M. Welsh

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

1422 Junior Clerk Typist

William W. Graff
Barbara Jane Hudson
Frederick W. Taylor
John Robert Thienes

1424 Clerk Typist

Margaret Wanner

3602 Library Page, Full time

Steve Kowit
Mark Petrofsky

3602 Library Page PTAN

Darriel Raye Belcher
Thomas R. Darcey
Geraldine Gray
Leslie Irvine Hause
Phyllis Mo

SAN FRANCISCO PUBLIC LIBRARY

LIBRARY COMMISSION

1966

PRESIDENT	EDWARD F. CALLANAN, JR.
First Vice-President	William M. Malone
Second Vice-President	Garland D. Graves

STANDING COMMITTEES

FINANCE, AUDIT AND BUDGET

Graves, Chairman
Malone
Mohr

PUBLIC RELATIONS, BOOKS, ART

Bransten, Chairman
Malone
Mohr

REPRESENTATIVES TO THE FRIENDS OF THE SAN FRANCISCO PUBLIC LIBRARY

Mohr, Chairman
Garner

BUILDINGS, DEVELOPMENT, MAIN LIBRARY

Malone, Chairman
Bransten
Garner
Graves
Lisle
Mohr

ADMINISTRATION AND PERSONNEL

Lisle, Chairman
Bransten
Graves

(3-10-66; supercedes list of 9-8-65)

SAN FRANCISCO PUBLIC LIBRARY

January 24, 1966

Proceedings of the postponed regular meeting of the San Francisco Public Library Commission held Tuesday, January 18, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:45 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Bransten, Callanan, Garner, Graves and Mohr. Absent: Commissioners Lisle and Malone.

President Callanan welcomed guests including Mrs. Carl Stern, President of the Friends of the Library, and Mr. Robert Danforth, spokesman for a group of residents of the Diamond Heights District.

It was moved by Commissioner Graves and seconded by Commissioner Mohr that the minutes of the December, 1965, Commission meeting be approved as submitted. There being no objection, it was so ordered.

SPECIAL ORDER

Several speakers, including Mr. M. Justin Herman, Executive Director of the San Francisco Redevelopment Agency, addressed the Commission with the request that the branch library project planned for Diamond Heights several years ago be reinstated in the Library's development plans.

The City Librarian explained the difficulties in managing and operating a library system which already includes too many branches in relation to the geographic size of the city, its population and necessary financial support.

Following the presentation by the Diamond Heights residents, President Callanan asked that the Commission be supplied additional statistical information by the group and referred further consideration of the matter to the Building, Development, Main Library Committee, chaired by Commissioner Malone.

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

In the absence of Chairman Malone, President Callanan asked the Secretary to report for the Committee. Mr. Clarvoe reported that the Western Addition Branch Library project is somewhat behind schedule due to the rainy weather which delayed construction during December. The Supplemental Request for Funds to staff and equip the branch will be heard by the Finance Committee of the Board of Supervisors on Wednesday, January 19, 1966.

The Real Estate Department has advised that the title to the three parcels required for the Anna E. Waden Branch Library should pass to the City on January 25, 1966.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

The Commission's attention was directed to the monthly public relations activities report, prepared by Mr. David E. Belch, Public Information Officer. It was moved by Commissioner Graves, seconded by Commissioner Garner and unanimously adopted that the report be accepted.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioners had received copies of a summary of the Library Department's 1966-67 operating budget on January 14, and the Finance, Audit and Budget Committee had met prior to this Commission meeting to review the budget document.

Chairman Graves moved, Commissioner Mohr seconded and the Commission by unanimous action approved the Library Department's 1966-67 operating budget in the amount of $3,591,102.

It was moved by Chairman Graves, seconded by Commissioner Garner and unanimously adopted that the expenditures made from the Fuhrman Bequest Fund during the month of December, 1965, in the amount of $782.00, be approved.

Chairman Graves moved, Commissioner Garner seconded and the Commission by unanimous action approved the Library's financial statement for the quarter ended December 31, 1965. (See first page following the minutes of this meeting.)

ADMINISTRATION AND PERSONNEL COMMITTEE

In the absence of Chairman Lisle Commissioner Graves moved, Commissioner Garner seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #305

(See second page following the minutes of this meeting.)

FRIENDS OF THE LIBRARY REPORT

Mrs. Carl W. Stern, President of the Friends of the Library, reported that the next major program of the Friends will be a talk by Bel Kaufman, author of "Up the Down Staircase". Mrs. Stern also remarked favorably on the close cooperative efforts between Miss Effie Lee Morris, Children's Coordinator, and Miss Geraldine Ferring, Supervisor of Libraries and Textbooks, San Francisco Unified School District.

CITY LIBRARIAN'S REPORT

Although Mr. Holman had no report, the Commission commended him on his replies to the group of residents from the Diamond Heights District, giving the reasons why the Library would experience considerable budgetary problems in adding another branch to the system.

ELECTION OF OFFICERS

Stressing the importance of maintaining a continuity of leadership, Commissioner Mohr moved that the present Commission officers be maintained in office. The motion was seconded by Commissioner Garner. By unanimous action the Commission voted to continue Commissioner Callanan as President, Commissioner Malone as First Vice-President and Commissioner Graves as Second Vice-President.

President Callanan thanked his fellow Commissioners for their vote of confidence and pledged that he would continue to try to meet the future challenges which will face the Commission and the Library. He also commended the Commissioners for their willingness to take necessary time to consider policy matters of importance to the development of the Library.

COMMUNICATIONS

From Mortimer H. Herzstein, Esq., re: urging the Commission to reinstate the Diamond Heights Branch Library in the branch development plan. Acknowledge and file.

There being no further business to come before the Commission, the meeting was declared adjourned until 3:30 P.M. Tuesday, February 1, 1966.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

FINANCIAL COMMITTEE REPORT
QUARTER ENDING DECEMBER 31, 1965

REVOLVING FUND $2,000.00

RECEIPTS FOR OCTOBER, NOVEMBER & DECEMBER 1965

Fines	$21,512
Book Paid	1,948
Reserve Postals	911
Miscellaneous Income	1,540
TOTAL RECEIPTS	$25,911

****

	BUDGET 1965-66	EXPENDED FOR THE QUARTER	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,775,146	$409,781	$817,781	$957,365
Overtime Salaries	1,000	309	419	581
Temporary Salaries	5,500	525	1,093	4,407
Wages	264,951	69,065	141,142	123,809
Contractual Services	115,645	5,877	104,456	11,189
Binding	45,000	545	35,045	9,955
Material & Supplies	57,060	10,874	31,856	25,204
Equipment	34,335	8,938	22,422	11,913
Library Books	500,000	53,278	323,866	176,134
Maint. & Repair Office Equip.	3,700	60	1,556	2,144
Maint. & Repair Auto	1,200	329	494	706
Telephone & Telegraph	11,848	76	5,199	6,649
Scavenger Services	2,200	233	923	1,277
Window Cleaning Services	5,500		5,369	131
Rental Office Machine	2,956		1,956	1,000
Pest Control Service	300		250	50
Reproduction Services	200	16	25	175
Membership Dues	1,149	341	411	738
Fidelity Insurance	71			71
Auto & Gen. Insurance	906	471	669	237
Compensation Insurance	1,000	250	500	500
Retirement	87,548	17,025	34,050	53,498
Social Security Tax	36,043	5,820	11,643	24,400
Health Service	17,101	4,764	9,531	7,570
Rental of Branches	36,780	9,195	18,390	18,390
Heat, Light & Power	44,000	10,254	21,264	22,736
Services of Other Dept.	20,082	5,355	10,715	9,367
TOTAL BUDGET	$3,071,221	$613,381	$1,601,025	$1,470,196

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance & Repair of Building	Appropriated	$62,660
Replacement & Reconstruction		13,550
Buildings & Improvements		15,300
TOTAL TRANSFER		$91,510

RESOLUTION NO. 305

January 18, 1966

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1965, be approved:

1422 Junior Clerk Typist	3630 Library Page PT
Janice Broussard	Madelyn Melling
1424 Clerk Typist	3602 Library Page
Lillian M. Shimada	Alfred Ariztias
	Andrew M. Archibald
	Jacqueline Beachum
	Katharine Cheda
	Michael W. Daily
	Reginald Guerrero
	Kevin Michael Leary
	Christopher Loo
	Chung Louie
	James Vasyko
	Steven Young

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

1422 Junior Clerk Typist	3602 Library Page
Robert McConnell	Richard Anderson
Joanne Mutti	Craig Chester
	Earl Davis
1424 Clerk Typist	Gary Donofrio
	Dee Echelbarger
Carol Mannigan	Kenneth Norris
	Juan Sagastume
	Gloria Wright

SAN FRANCISCO PUBLIC LIBRARY

February 8, 1966

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, February 1, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Bransten, Callanan, Lisle and Mohr. Absent: Commissioners Garner, Graves and Malone.

President Callanan welcomed Mrs. Carl W. Stern, President of the Friends of the Library.

It was moved by Commissioner Mohr and seconded by Commissioner Lisle that the minutes of the January Commission meeting be approved as submitted. There being no objection, it was so ordered.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

In the absence of Chairman Malone, the Secretary was asked by President Callanan to report for the Committee.

The Western Addition Branch Library is behind schedule due to rainy weather and the work which had to be accomplished on the playground area for the Recreation and Park Department. The Supplemental Request for funds was finally approved by the Board of Supervisors and the Purchaser of Supplies may now issue purchase orders for the furniture and equipment items required for the branch.

As previously anticipated, title to two of the three parcels required for the Anna E. Waden Branch Library passed to the City on January 25, 1966. The Secretary reported that the Real Estate Department expects to acquire title to the third parcel within the next two to three weeks.

It was moved by Commissioner Mohr, seconded by Commissioner Lisle and unanimously adopted that a communication be sent to the Director of Public Works requesting a list of approved architects to be considered by the Library Commission for the Anna E. Waden Branch Library project.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

At the request of Chairman Bransten, Mr. David Belch, Public Information Officer, elaborated on the monthly public relations activities report which was before the Commission. He stressed the considerable amount of preparation which preceeded the Main Library Open House on January 9, held in connection with the Margot Patterson Doss column, "San Francisco at Your Feet."

The Library's participation in the Job Fair to be held February 19 and 20 in Larkin Hall was mentioned by Mr. Belch. A number of materials will be available to visitors to the Fair at the Library booth.

Commissioner Mohr was complimented for her selection as radio KABL's "Citizen of the Day" on December 16.

In reply to questions, the City Librarian informed the Commission that the Neighborhood Youth Corps proposal approved by the Commission had been forwarded

to the local office of the Neighborhood Youth Corps, United States Department of Labor, for consideration. If approved by the local office, the project will then be sent to the regional office and ultimately to Washington for final review.

The Economic Opportunity Act proposal has been transmitted to the four area offices in the city and is now under study after being screened by the Economic Opportunity Council. Mr. Holman noted that considerable staff time and effort had been devoted to the preparation of the Neighborhood Youth Corps and Economic Opportunity Act programs.

It was moved by Chairman Bransten, seconded by Commissioner Mohr and unanimously adopted that the public relations activities report for the month of January be approved.

Commissioner Mohr stated that the City Librarian should be commended for his efforts in acquiring the papers of Eric Hoffer for the Library. Mr. Holman replied that the acquisition of these materials was important and that their value would probably triple in the next ten years.

The article, "Education vs. Culture", by Theodore Schoenman, appearing in the January 1966 issue of the A.L.A. Bulletin was mentioned by Commissioner Mohr for its relevance in the matter of the use of meeting rooms and other library facilities by outside, non-library groups.

ADMINISTRATION AND PERSONNEL

It was moved by Chairman Lisle, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #306

(See first page following the minutes of this meeting.)

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Graves, the Secretary was asked by President Callanan to report for the Committee. The Secretary called the Commission's attention to the list of expenditures made from the Fuhrman Bequest Fund and to Resolution #307.

It was moved by Commissioner Lisle, seconded by Commissioner Mohr and unanimously adopted that the expenditures, in the amount of $1,651.45, made from the Fuhrman Bequest Fund during the month of January be approved.

Commissioner Mohr moved, Commissioner Bransten seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #307

RESOLVED That the Library Commission hereby authorizes a request for supplemental appropriation in the amount of $6,920.00, required for operations of the Library Department for the fiscal year ending June 30, 1966, as follows:

Window Cleaning Service	$ 711.00
Health Service	3,915.00
Rental of Branch Library (Excelsior Branch rental increased from $175 to $185 per month)	120.00

(continued)

Increase Revolving Fund from $2,000 to $4,000	$2,000.00
Membership Dues	174.00
TOTAL	$6,920.00

FRIENDS OF THE LIBRARY REPORT

Mrs. Stern, President of the Friends, reported the following matters:

1. Bel Kaufman, author of the best seller, "Up the Down Staircase", will be the speaker for the next Friends-sponsored program to be held at 8:15 P.M. Wednesday February 23, 1966, in the Main Library.

2. Many people throughout the United States are becoming increasingly aware of the San Francisco Public Library, its recent progress and its current and future needs. Mrs. Stern emphasized that each event, each program must be carefully planned in order that the Library derive maximum benefit from their presentation.

3. A number of contributions, large and small, have been made to the Special Acquisitions Fund. The importance of this assistance in acquiring the Grabhorn Collection was stressed.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The microfilming of the card catalog has been completed and about one-third of the finished cards have been sorted.

2. Plans are taking shape for the annual American Library Conference which will be held in San Francisco in the summer of 1967.

3. There was considerable discussion on the use of electronic data processing in libraries at the A.L.A. Mid-Winter Meeting. The Enoch Pratt Library is proposing a bond issue in the amount of $1,750,000 for the purpose of converting their present system to a book catalog which will be programmed and processed utilizing E.D.P.

4. Although Economic Opportunity Act money can prove beneficial to libraries and their publics, programs proposed to be financed by the Government must be carefully prepared and implemented to avoid wasting the relatively limited funds which are available.

5. It seems desirable to liberalize the San Francisco Public Library's interlibrary loan policy, particularly in view of the possible designation of this institution as one of the State's regional libraries.

It was moved by Commissioner Mohr, seconded by Commissioner Lisle and unanimously adopted that the revised Inter-Library Loan Policy be approved. Commissioner Bransten asked that the effects of the new policy be reported back to the Commission after a reasonable period of evaluation. (See permanent copy of the minutes of this meeting to which the revised Inter-Library Loan Policy is attached.)

There being no further business to come before the Commission, the meeting was declared adjourned until 3:30 P.M. Tuesday, March 1, 1966.

Respectfully submitted: Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

SAN FRANCISCO PUBLIC LIBRARY

INTER-LIBRARY LOAN POLICY

The San Francisco Public Library is now in process of revising its inter-library loan form, thus putting into an official statement the liberalized policies that have been in operation for some months past.

The following summary of present policies is presented for your convenience. A copy of the Revised Inter-Library Loan Form will be sent to you as soon as it is completed.

1. The San Francisco Public Library will loan books and other materials to any public, academic, government or special library. There is no longer any area limit.

2. The S.F.P.L. desires to maintain as completely liberal a policy as possible, which will at the same time not take from its own patrons material which is in regular or heavy demand. Department heads will make the final evaluation of material to be loaned, bearing in mind the desire of the Library to make freely available, in all cases of need, materials which would not be available to a patron of a particular library.

3. Reference books will be loaned when the material cannot be otherwise supplied for use by the patron in the borrowing Library when the books are not of an irreplaceable nature, or when not heavily in demand by our own patrons. It is understood that the borrowing Library will take steps to safeguard borrowed reference books as would be done with reference materials from their own collection.

   In general, information from reference volumes in current demand and articles from periodicals will be supplied in xeroxed form for which a charge will be made of .15¢ per page. It is understood that materials xeroxed are so handled at the request of the patron, and responsibility for any copyright infringement lies with the patron.

4. Payment of transportation costs is made by the borrowing Library or by the patron.

5. Please make requests on the A.L.A. Inter-Library Loan Form and give full bibliographic information in all cases, unless as may be true in the case of a very <u>few</u> smaller libraries, adequate bibliographic resources are not available in the library.

6. Especially valuable shipments will be insured, the cost of insurance to be paid by the borrowing library.

7. It is understood that persons living in the San Francisco suburban areas, and who are presently eligible for a non-resident card (Fee-five dollars per year), should obtain such a card if they desire to use the library regularly, or for a considerable number of circulating books.

8. In addition to materials in demand, the Library cannot loan:

   a. Rare books, manuscripts, fragile and irreplaceable materials.

   b. Music in separable parts.

   c. Phonograph records (because of the present size of the Library's own collection.)

   d. Framed art prints. (Because of labor and expense of packing.)

The above statement of present guidelines is subject to revision and further liberalization as the San Francisco Public Library develops and expands its collection.

Adopted: San Francisco Public Library Commission
February 1, 1966

RESOLUTION NO. 306

February 1, 1966

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1966, be approved:

1422 Junior Clerk Typist	3630 Librarian
Penny Sexton	Mona Maurel
1424 Clerk Typist	3602 Library Page PT
Eleanore Gormley	Kenneth Beck
Dolores Fletcher	Susan Chew
	William Gauthier, Jr.
	Alan Mark

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

1422 Junior Clerk Typist	3602 Library Page
Delores Brown	Richard Anderson
Penny Sexton	David Johnson
	Scott Wilson
1424 Clerk Typist	
Dolores Fletcher	
Eleanore Gormley	

SAN FRANCISCO PUBLIC LIBRARY

March 8, 1966

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, March 1, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Callanan, Garner, Graves, Lisle, Malone and Mohr. Absent: Commissioner Bransten.

President Callanan welcomed guests including Mrs. Carl W. Stern, First Vice-President of the Friends of the Library, and Mrs. Irving Baum representing the League of Women Voters.

It was moved by Commissioner Lisle and seconded by Commissioner Garner that the minutes of the February Commission meeting be approved as submitted. There being no objection, it was so ordered.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

At the request of Chairman Malone the Secretary reported the following matters:

1. The contractor expects to complete construction of the Western Addition Branch Library by April 1. Interior and exterior finishing work is moving ahead rapidly.

2. Title to the third and last parcel of land required for the Anna E. Waden Branch Library will pass to the City within the next week, according to the Real Estate Department.

It was moved by Chairman Malone, seconded by Commissioner Graves and unanimously adopted that the report presented by the Secretary be accepted.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

In the absence of Chairman Bransten, President Callanan asked Mr. David Belch, Department Public Information Officer, to report for the Committee. Mr. Belch called the Commission's attention to the monthly public relations activities report. Particularly noted were the Library's participation in the recent Job Fair and the article about the Library in The San Francisco Progress.

Commissioner Graves moved, Commissioner Lisle seconded and the Commission by unanimous action voted to accept the monthly public relations activities report.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Graves moved, Commissioner Malone seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #308

RESOLVED That the San Francisco Public Library Commission hereby authorizes the attendance of four staff members at the California Association of School Librarians Conference to be held at the Jack Tar Hotel, San Francisco, March 3-5, 1966, at a cost to the City of $28.00.

It was moved by Chairman Graves, seconded by Commissioner Malone and unanimously adopted that the following resolution be approved:

RESOLUTION #309

RESOLVED That the San Francisco Public Library Commission hereby authorizes a request for Supplemental Appropriation in the amount of $4,000.00 required for Heat, Light and Power for the balance of the fiscal year ending June 30, 1966.

Chairman Graves moved, Commissioner Lisle seconded and the Commission by unanimous action approved the expenditures, in the amount of $28.00, made from the Fuhrman Bequest Fund during the month of February.

Chairman Graves stated that the Committee's power to act which had been voted by the Commission in the matter of the sale of the stocks included in the Waden Bequest, had expired.

It was moved by Commissioner Malone, seconded by Commissioner Lisle and unanimously adopted that the Committee's power to act in the subject matter be extended for a period of sixty days.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Lisle moved, Commissioner Graves seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #310

(See first page following the minutes of this meeting.)

FRIENDS OF THE LIBRARY REPORT

Mrs. Carl W. Stern, First Vice-President of the Friends, reported the following matters:

1. There has been an enthusiastic response to the need for funds to be used for the purchase of the Grabhorn Collection. To date, $2,170 has been given, including memorial gifts.

2. The Bel Kaufman talk, sponsored by the Friends, was well attended, due in considerable measure to the cooperation of the schools. Mr. Reynold H. Colvin, President of the Board of Education, and Mrs. Ernest Lilienthal, Board member, were seated on the speakers platform.

3. Judge Robert J. Drewes was elected President of the Friends at the annual meeting held on Monday, February 28.

Mrs. Stern and members of the Commission discussed the timing of a bond issue for the Main Library and pending State library legislation, particularly the proposal for the designation of the San Francisco Public Library as one of the regional libraries for California.

It was moved by Commissioner Mohr, seconded by Commissioner Malone and unanimously adopted that the Commission go on record in favor of placing pending State library legislation on legislative call, pointing out that the Library Development Board urgently needs additional funds with which to carry on the important activities which have been assigned to it.

ASSISTANT CITY LIBRARIAN'S REPORT

Mr. Martelle reported the following matters:

1. The Job Fair, co-sponsored by the Human Rights Commission of the City and County and the Greater San Francisco Chamber of Commerce was a tremendous success. Three librarians were on duty at all times and materials relating to finding work and upgrading present skills were available to visitors to the Library's booth.

2. The Neighborhood Youth Corps proposal, approved by the Library Commission, was rejected by the national office of the Corps. The rejection was based on the lack of funds, however, not on the merit of the program itself.

It was moved by Commissioner Malone, seconded by Commissioner Lisle and unanimously adopted that the Neighborhood Youth Corps proposal be resubmitted for consideration as a program for funding during the coming summer and fall.

COMMUNICATIONS

From Mrs. Joseph Kelly, Recording Secretary, Glen Park Property Owners Association, Inc., re: possible threat to the continued operation of the Glen Park Branch Library. Acknowledge, advising that it is not the Commission's present intention to curtail or eliminate the service provided by the Glen Park Branch Library.

From Mrs. Mary Prince, President, Visitacion Center Senior Citizens Club, re: expression of gratitude for the relocation of the Visitacion Valley Branch Library to larger quarters and the splendid cooperation rendered by the branch staff. Acknowledge and file.

Commissioner Mohr reported that she and Mr. William Ramirez, librarian in charge of the Rare Books and Special Collections Department, had attended funeral services for Mr. Nat Schmulowitz, former Library Commissioner and generous donor of the Schmulowtiz Collection of Wit and Humor (SCOWAH).

The following was proposed by Commissioner Mohr and unanimously adopted:

RESOLUTION

"The San Francisco Public Library Commission, as of March 1, 1966, adjourns in the memory of the late Nat Schmulowitz, former Library Commissioner and benefactor to the Library.

"Mr. Schmulowitz's gift to the Library of the "SCOWAH" Collection is a permanent memorial to him as devoted and generous friend throughout the years.

"The Library Commission appreciates this unique and renowned collection that he so carefully assembled. It will forever add to the prestige of the book collection.

"To the family of Nat we extend our deep sympathy. Not only the Library Commission, but his host of friends also mourn his passing."

The meeting was declared adjourned until 3:30 P.M. Tuesday, April 5, 1966.

Respectfully submitted:

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 310

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1966, be approved:

3630 Librarian

Marie Reinhart
Tamela Giulian
Marianne Luby
Katherine Harlan
Jerry Donovan
Joan Dery
Kenneth Kirkland

3630 Librarian PT

Joan Jackson

3602 Library Page PT

Kenneth Macrae
James Ong
Carleton Jang
William Newsom
Martin Smith
Craig Chester
Donald Castle
Denis Fama
David Chiles
Ronald Cole
Robert Olson
Elaine Choromanski
Andrew Uehara
Walter Asbey
Mini Bock
Jeanie Chooey
Michael Shortridge
Doris Whitney
James Pewtherer
David Wesendunk

3602 Library Page FT

Andrew Gaters
Richard Norton

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

3602 Library Page PT

Bruce Baker
Sharon Kaufman
Melvin Burman
Louis Di Marco
Lawrence Keller
Robert Montevaldo

3602 Library Page FT

Donald Castle

SAN FRANCISCO PUBLIC LIBRARY

April 18, 1966

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, April 5, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Callanan, Garner, Graves, Malone and Mohr. Absent: Commissioners Bransten and Lisle.

President Callanan welcomed guests including Mrs. Irving Baum, representing the Friends of the Library, Mrs. Mary Moses, Chief of Branches, and three students from the School of Librarianship, University of California, Berkeley.

It was moved by Commissioner Mohr and seconded by Commissioner Graves that the minutes of the March meeting be approved as submitted. There being no objection, it was so ordered.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone reported on the Committee meeting held prior to the Commission meeting, this date. The representatives of the Diamond Heights Area, who had appeared before the Committee to again urge the construction of a branch library in their district, were commended by Chairman Malone for their interest. He noted, however, that the Library Department is faced with the problem of operating an "over-branched" system, and that the Committee was concerned about building a branch which might serve only the relatively small total population projected for the Diamond Heights Redevelopment Area. The Chairman also remarked that three existing branch libraries, including the large West Portal Branch, are relatively close to Diamond Heights. In view of these circumstances the Committee had voted unanimously to drop from its calendar any further consideration of the Diamond Heights Branch Library.

It was moved by Chairman Malone, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #314

(See first page following the minutes of this meeting.)

Chairman Malone moved, Commissioner Mohr seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #315

(See second page following the minutes of this meeting.)

At the request of Chairman Malone the Secretary read the list of architects recommended by the Director of Public Works for the Anna E. Waden Branch Library. The following firms were listed: Appleton and Wolfard; John S. Bolles; Botsai, Overstreet and Associates; Anderson and Palmer; and Stein, Marshall and Bowles.

Following discussion, it was moved by Chairman Malone and seconded by Commissioner Graves that the firm of John S. Bolles be designated as project architect for the Anna E. Waden Branch Library. The selection was approved by the Commission,

Commissioner Mohr abstaining.

Commissioner Mohr reported that she and Commissioner Garner had recently inspected a number of branch libraries. Commissioner Garner remarked on what she observed was the high morale of branch personnel and expressed her opinion that the Bayview Branch Library had been upgraded since her previous visits. The need for refurbishing many of the older branches was stressed by Commissioner Mohr.

The Secretary reported that the City had accepted the Western Addition Branch Library from the general contractor. The branch will be opened to the public following receipt of books, furniture and other equipment items.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

In the absence of Chairman Bransten, David E. Belch, Public Information Officer, reported for the Committee. He called the Commission's attention to the monthly public relations activities report. Of particular interest were the exhibit "Tin Lizzy Library" presented through the cooperation of SPUR, the television program on KRON and the Nat Schmulowitz Memorial Exhibit in Phelan Hall.

Commissioner Mohr reported that she had represented Mayor Shelley at the installation dinner of the Parkside-Taraval Merchants Association.

It was moved by Commissioner Graves, seconded by Commissioner Garner and unanimously adopted that the Committee report be approved as presented.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Graves moved, Commissioner Garner seconded and the Commission by unanimous action approved the expenditures, in the amount of $383.01, made from the Fuhrman Bequest Fund during the month of March.

It was moved by Chairman Graves, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #311

RESOLVED That the San Francisco Public Library Commission hereby requests the transfer of $1,000.00 from the Retirement System appropriation to Contractual Services, Maintenance of Automotive Equipment, to carry the latter appropriation until the end of the current fiscal year.

Chairman Graves moved, Commissioner Malone seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #313

RESOLVED That the San Francisco Public Library Commission hereby authorizes a refund for overdue fines, in the amount of $11.80, paid by Mr. Lindsay Knutsen, 700 Jones Street, San Francisco. (Mr. Knutsen was confined in a hospital from December 1965 to March 1966. The payment of fines imposed a financial hardship.)

ADMINISTRATION AND PERSONNEL COMMITTEE

In the absence of Chairman Lisle, Commissioner Mohr moved, Commissioner Malone seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #312

(See third page following the minutes of this meeting.)

FRIENDS OF THE LIBRARY REPORT

Mrs. Irving Baum expressed the hope that the Commissioners would attend as many of the National Library Week programs as their schedules would permit.

CITY LIBRARIAN'S REPORT

Mr. Holman reported briefly on Mayor Shelley's review of the Library Department's 1966-67 operating budget.

The Commission was reminded of the meeting to be held on April 29 for Public Library Trustees and Other Officials at the Towne House. Dr. Lowell Martin's report "Public Library Service Equal to the Challenge of California" will provide the basis for discussion.

COMMUNICATIONS

From Matthew Friedrichsen, re: cooperation of Miss Effie Lee Morris and the staff of the Main Library Children's Room in presenting the television program "Jack's Place" on KPIX-TV. Acknowledge and file.

From The Honorable John F. Henning, Under Secretary of Labor, re: because of a shortage of funds, the United States Department of Labor, Neighborhood Youth Corps, must hold the Library's proposal for a N.Y.C. project in abeyance until fiscal 1967 funds are available. File.

There being no further business to come before the Commission, the meeting was declared adjourned until 3:30 P.M. Tuesday, May 3, 1966.)

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

104-A

RESOLUTION #314

WHEREAS The San Francisco Public Library Commission has carefully studied the requirements for maintaining a high level of library service to the citizens of San Francisco, and

WHEREAS The Commission, after receiving a comprehensive survey of the present Main Library building performed by a team composed of an architect and two library planning consultants, is aware that the present structure is both obsolete in plan and restricted in space, and

WHEREAS The maximum design capacity of 400,000 volumes has already been exceeded in the present Main Library building, necessitating the blocking of hallways to accommodate additional book storage, and

WHEREAS The Commission is acutely concerned that unless a solution to the overcrowded condition of the Main Library is made soon, the level of patron services to which the people of San Francisco are reasonably entitled will suffer materially; now, therefore, be it

RESOLVED That the San Francisco Public Library Commission does hereby indicate its intention of advancing a bond issue proposal in 1968 for the construction of a new Main Library building which will enable this institution to keep pace with the growing resources of human knowledge and of the desires of the people of San Francisco to utilize these resources.

RESOLUTION #315

WHEREAS The San Francisco Public Library Commission is aware of the recommendations contained in the 1965 Report, "Public Library Service Equal to the Challenge of California", and

WHEREAS This Report calls attention to the need for the establishment of reference and research center libraries to more effectively serve the needs of the citizens of California, and

WHEREAS San Francisco has been suggested as one of three such centers to be established, and

WHEREAS The Honorable John J. Shelley, Mayor, The Honorable Board of Supervisors and the Library Commission of the City and County of San Francisco have accelerated the development of the San Francisco Public Library, whereby it is rapidly achieving the status of one of the fine libraries of the West, and

WHEREAS Approximately 80,000 new books are being added to the collections of the San Francisco Public Library each year, and

WHEREAS The staff of the San Francisco Public Library has been and is continuing to be strengthened by the employment of professionally trained librarians in the several subject areas, and

WHEREAS The San Francisco Public Library now offers a firm foundation upon which a reference and research center library could be effectively built; now, therefore, be it

RESOLVED That the San Francisco Public Library Commission does hereby indicate its strong desire that this library be designated as one of the reference and research centers to be established in the State of California; and, be it

FURTHER RESOLVED That in the development of plans for a new Main Library building, to be financed by a bond issue which will be placed before the electorate in 1968, attention be directed to designing a structure of sufficient size to meet the requirements for serving as a reference and research center.

RESOLUTION NO. 312

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1966, be approved:

3630 Librarian

Anne Rand

1444 Clerk-Stenographer

Genevieve Hyde

1422 Junior Clerk Typist

Shirlene Rhodes
Mary Jo Black
Donald Miner
James Doherty

3602 Library Page, ptan

John Davis Jr.
John Wong
Dennis Arzaga
Penelope Gray
Larry Henry
James Shasky
Frank Bermudez
Frank Ruth
Ronald Kobata
Zorika Petic
Kenneth Parks

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

1444 Clerk-Stenographer

Genevieve Hyde

1424 Clerk Typist

Lillian Shimada

3602 Library Page, ptan

Edward Frank
Barry Parker
Lawrence Keller
Donald Castle
Bruce Lieberman
Robert Olson

SAN FRANCISCO PUBLIC LIBRARY

May 4, 1966

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, May 3, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:45 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Callanan, Garner, Graves, Lisle and Mohr. Absent: Commissioners Bransten and Malone.

President Callanan welcomed guests including Mrs. Irving Baum and Mrs. Carl W. Stern, Vice-President of the Friends of the Library.

It was moved by Commissioner Graves and seconded by Commissioner Mohr that the minutes of the April Commission meeting be approved as submitted. There being no objection, it was so ordered.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

In the absence of Chairman Malone the Secretary reported that the award of contract for the design of the Anna E. Waden Branch Library should be made to John S. Bolles within approximately one week.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

In the absence of Chairman Bransten Mr. David E. Belch, public information officer, called the Commission's attention to the public relations activities report for the month of April. National Library Week programs and events were extensively covered by all media. Although there is one less daily San Francisco newspaper than at this time a year ago, there was actually more space devoted to National Library Week activities this year due in great measure to the invaluable assistance of the Friends of the Library.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Graves moved, Commissioner Garner seconded and the Commission voted unanimously to approve the following resolution:

RESOLUTION #316

RESOLVED That the San Francisco Public Library Commission hereby request reimbursement of travel expense, in the amount of $27.00, incurred by President Callanan in representing the San Francisco Public Library Commission at the meeting for Public Library Trustees and Other Library Officials, held in Los Angeles April 27, 1966.

It was moved by Chairman Graves, seconded by Commissioner Mohr and unanimously adopted that the expenditures, in the amount of $70.00, made from the Fuhrman Bequest Fund during the month of April be approved.

Chairman Graves reported that the net amount received from the sale of the securities held under the Waden Bequest was $124,714.41. The funds have been deposited in an inactive account for a period of six months at 4-7/8 per cent.

It was moved by Chairman Graves, seconded by Commissioner Garner and unani-

mously adopted that the Library Department's financial statement for the quarter ending March 31, 1966 be approved. (See first page following the minutes of this meeting.)

ADMINISTRATION AND PERSONNEL COMMITTEE

Commissioner Garner moved, Commissioner Graves seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #317

(See second page following the minutes of this meeting.)

FRIENDS OF THE LIBRARY REPORT

Mrs. Stern asked Mrs. Baum, National Library Week co-chairman, to report on the activities of this year's observance. Mrs. Baum related the following:

1. Although an audited figure is not yet available, the book sale netted approximately $6,000.

2. The children's poetry contest was very exciting. Students from twenty-three schools, public and private, participated in the contest. The quality of the poetry was exceptionally fine, and the three finalists will appear on KGO-TV on May 29.

3. The programs and exhibits in the branch libraries were successful. Unfortunately the display "Tin Lizzy Library" was not on view during National Library Week because the co-sponsor, SPUR, was moving at the time.

4. Downtown and neighborhood merchants were most cooperative in giving window space to library-oriented exhibits.

Mrs. Stern reported the success of the luncheon for the leaders of San Francisco's business community at which Mr. Norman H. Strouse, Chairman of the Board of the J. Walter Thompson Co.,was the honored speaker.

President Callanan and other Commissioners expressed their appreciation to Mrs. Stern, Mrs. Baum and the Friends of the Library for making National Library Week an outstanding series of events, and for the assistance rendered on behalf of the Library's budgetary needs for the forthcoming fiscal year.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The Finance Committee of the Board of Supervisors had been receptive to the Library's presentation on behalf of the 1966-67 operating budget.

2. The Library's proposal for Economic Opportunity Act funding is being held in abeyance until additional Federal money is available.

3. A projected opening date of June 15 has been set for the Western Addition Branch Library; the staff for the branch has been selected.

4. The valuable morgue of the San Francisco Call-Bulletin has been donated to the Library.

5. Three meetings have been scheduled so that the junior librarians can meet with the City Librarian for the purpose of exchanging views on pertinent professional matters.

6. The Assistant City Librarian and the Chief of Branches have conducted meetings for all page personnel.

It was moved by Commissioner Graves, seconded by Commissioner Lisle and unanimously adopted that the following resolution be approved:

RESOLUTION #318

RESOLVED That the San Francisco Public Library Commission hereby approves the attendance of three official delegates to the annual American Library Association Conference and pre-conference workshops to be held in New York City July 8-17, 1966 at a cost to the City not in excess of funds appropriated for this purpose in the 1966-67 budget.

Commissioner Graves moved, Commissioner Mohr seconded and the Commission by unanimous action voted to approve the City Librarian's request for a leave of absence from the Library for the period June 6 to September 6, 1966.

Commissioners Mohr, Garner and Lisle reported on the Meeting for Public Library Trustees and Other Officials held in San Francisco April 29, 1966. There was agreement that the meeting was quite stimulating and worthwhile. Commissioner Callanan also reported briefly on his attendance at the similar meeting held in Los Angeles April 27.

Attendance by all Commissioners at the California Library Association Golden Gate District meeting to be held May 6-7 was encouraged by Commissioner Mohr. Among matters which are to be discussed will be the status of pending Federal and State library aid legislation.

There being no further business to come before the Commission the meeting was declared adjourned until 3:30 P.M. Wednesday, June 8, 1966.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

May 3, 1966

FINANCIAL COMMITTEE REPORT
QUARTER ENDING MARCH 31,1966

REVOLVING FUND $2,000.00

RECEIPTS FOR JANUARY, FEBRUARY & MARCH 1966:

Fines	$23,366
Books Paid	2,219
Reserve Postals	963
Miscellaneous Income	2,006
TOTAL RECEIPTS	$28,554

****

	BUDGET 1965-66	EXPENDED FOR THE QUARTER	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,791,636	$403,919	$1,221,700	$569,936
Overtime Salaries	1,000	396	815	185
Temporary Salaries	5,500	1,684	2,777	2,723
Wages	277,026	21,159	195,384	81,642
Contractual Services	115,645	4,132	108,588	7,057
Binding	45,000	7,815	42,860	2,140
Material & Supplies	57,960	14,512	46,368	11,592
Equipment	59,335	28,516	50,938	8,397
Library Books	565,000	94,511	418,377	146,623
Maint. & Repair Office Equip.	3,700	994	2,550	1,150
Maint. & Repair Auto	2,200	1,040	1,788	412
Telephone & Telegraph	11,848	6,189	11,476	372
Scavenger Services	2,200	335	1,696	504
Window Cleaning Services	5,500		5,369	131
Rental Office Machine	2,956		2,174	782
Pest Control Service	300		250	50
Reproduction Services	200	22	48	152
Membership Dues	1,149	25	738	411
Fidelity Insurance	71		71	
Auto & Gen. Insurance	906	50	719	187
Compensation Insurance	1,000	250	750	250
Retirement	87,454	21,863	65,589	21,865
Social Security Tax	36,714	9,178	27,534	9,180
Health Service	21,016	5,254	15,762	5,254
Rental of Branches	36,780	9,195	27,585	9,195
Heat, Light & Power	44,000	12,764	35,127	8,873
Services of Other Dept.	20,082	5,020	15,060	5,022
TOTAL BUDGET	$3,196,178	$648,823	$2,302,093	$894,085

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance & Repair of Building	Appropriated	$62,660
Replacement & Reconstruction		13,550
Buildings & Improvements		15,300
TOTAL TRANSFER		$91,510

RESOLUTION NO. 317

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1966, be approved:

3630 Librarian

Rita Schiffer
David Thurston

1402 Junior Clerk

Tony Buford

1424 Clerk Typist

Maureen McClendon

3602 Library Page, ptan

David Maron
Larry Pascal
Anita Groves
Ronald Johnson
Johnny Chin
Stanley Motomura

3602 Library Page, F/T

Leonard Bertolina

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

1424 Clerk Typist

Maureen McClendon

1422 Junior Clerk Typist

Donald Miner

3602 Library Page, ptan

Lawrence Cook
Roger Langlois
Joseph McQueen
Brace Wong
Craig Avila
Frank Ruth
Steven Young
Trent Devenney

SAN FRANCISCO PUBLIC LIBRARY

June 10, 1966

Proceedings of the regular meeting of the San Francisco Public Library Commission held Wednesday, June 8, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:36 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Bransten, Callanan, Graves, Lisle, Malone and Mohr. Absent: Commissioner Garner.

It was moved by Commissioner Graves and seconded by Commissioner Mohr that the minutes of the May Commission meeting be approved as submitted. There being no objection, it was so ordered.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

At the request of Chairman Bransten, Mr. David Belch, Public Information Officer, summarized the public relations activities report for the month of May. Specifically mentioned were the resignation of Mr. Theo Jung, who had left the public relations office to accept a position at Stanford University, and the tour of the library arranged at the request of Mrs. John Bransten of the San Francisco International Program for Youth Leaders and Social Workers for a group of social workers representing fourteen foreign countries.

Commissioner Mohr suggested that the department and/or the Friends of the Library consider making carrying or shopping bags available for purchase by patrons, many of whom have difficulty in carrying large numbers of books checked out of the library.

It was moved by Chairman Bransten, seconded by Commissioner Graves and unanimously adopted that the monthly public relations activities report be approved.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Graves moved, Commissioner Lisle seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #319

RESOLVED That the San Francisco Public Library Commission hereby approves the expenditure of $1,949.00 for the demolition of existing building and site preparation, Mission and Cotter Streets, for the permanent Excelsior Branch Library.

It was moved by Chairman Graves, seconded by Commissioner Malone and unanimously adopted that the expenditures, in the amount of $300.00, made from the Fuhrman Bequest Fund during the month of May be approved.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Lisle moved, Commissioner Mohr seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #320

(See first page following the minutes of this meeting.)

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone reported that the terms of the architectural contract for the Anna E. Waden Branch Library had been approved and that the document is now awaiting the Controller's certification of funds. It was requested by Chairman Malone that the Committee be kept informed of and involved in the development of plans for the Waden Branch Library.

The Secretary was asked by Chairman Malone to present the final building plans for the Excelsior Branch Library. The basic design and floor plan of the branch had not been changed since the Commission approved the preliminary plans, the Secretary explained, but the final drawings included additional details such as proposed landscaping, use of materials, lighting, etc.

Following discussion on the building plans and on aspects of patron service, it was moved by Chairman Malone, seconded by Commissioner Graves and unanimously adopted that the final drawings for the Excelsior Branch Library, as submitted by Appleton & Wolfard, project architects, be approved.

ASSISTANT CITY LIBRARIAN'S REPORT

Mr. Martelle reported the following matters:

1. A committee of junior librarians has been selected for the purpose of drafting a report which will serve to indoctrinate new professional staff members and aid them in becoming more familiar with the library department and its policies and operations.

2. As a result of recruiting efforts during the spring, nine new professional staff members have been selected, some of whom have already reported and been assigned duties. The balance of those appointed will report at various times during the next two to three months.

3. The Library has received a definite commitment that 90 persons will be assigned to the department under the Neighborhood Youth Corps program. It is anticipated that these enrollees will commence work on June 20; 54 will be assigned to branch library work, 18 to technical services and 18 to main library departments.

4. Although the Western Addition Branch Library has been completed and furnishings and equipment received, the number of books which have been processed for the branch is still relatively small. However, it is anticipated that the branch will open to the public during the third week of June, and will provide limited service until additional books have been received. The staff for the branch has been selected.

It was moved by Commissioner Malone, seconded by Commissioner Mohr and unanimously adopted that the formal dedication of the Western Addition Branch Library be tentatively set for Wednesday, September 14, 1966, subject to the attendance of Mayor Shelley.

There being no further business to come before the Commission, the meeting was declared adjourned until 3:30 P.M. Tuesday, August 2, 1966.

Respectfully submitted:

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 320

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of May, 1966, be approved:

1402 Junior Clerk

Raymond Edwards
Joseph Wooley

1422 Junior Clerk Typist

Steven Miller

3602 Library Page, F/T

James Oliver

3602 Library Page, ptan

Cheryl Wong
Micheal Chun
Kathleen Kenney
John Wallace
Robert York
Arlene Enos
John Yee
Karen Lee
Ronald Dizon
Brian Criss
Dorian Redus
Susan Apice
Linda Yuen
James Christensen
Frances Plescia

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

1402 Junior Clerk

Tony Buford

1422 Junior Clerk Typist

Errol Crawford
James Doherty

3602 Library Page, F/T

James Crowder

3602 Library Page, ptan

Jerry Chong
Patricia Carruba
Laura Jorgensen
Fred Ramalho
Donald Rice
David Wesendunk
Donald Schaffer
Phyllis Armstrong
Dennis Arzaga
Michael Daily
James Welsh
Craig Chester
Michael Lee
Penelope Gray
Lois Jones
David Allen
James Ong
Zorika Petic
Gail Latimer
Kenneth Macrae
Kevin Leary
Pamela Machado
Alfred Rivas
John Reardon

SAN FRANCISCO PUBLIC LIBRARY

August 4, 1966

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, August 2, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Bransten, Callanan, Garner, Graves, Lisle, Malone and Mohr.

A number of guests were introduced including Mrs. Irving Baum of the League of Women Voters, Mr. John Fetros, assigned temporarily to the Librarian's Office, Mr. Axon Hastings Hojane, Senior Librarian, United States Information Service Library, Lusaka, Zambia, and several students from the University of California Library School, Berkeley.

It was moved by Commissioner Mohr and seconded by Commissioner Malone that the minutes of the June Commission meeting be approved as submitted. There being no objection, it was so ordered.

ADMINISTRATION AND PERSONNEL COMMITTEE

Commissioner Malone moved, Commissioner Bransten seconded and the Commission by unanimous action approved the following resolutions:

RESOLUTION #321

(See first page following the minutes of this meeting.)

RESOLUTION #322

(See second page following the minutes of this meeting.)

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

At the request of Chairman Bransten Mr. David Belch, Public Information Officer, highlighted the public relations activities report for the months of June and July. Several book lists are being prepared at present, Mr. Belch informed the Commission, and the second printing of "Thank You, Mr. Brundage" will be completed soon. This reading list, which received commendation from the State Librarian and others, will again be made available to visitors to the Brundage Collection at the M. H. de Young Memorial Museum.

The Secretary reported that the awards ceremony to mark the end of this year's Summer Reading Program will be held at 7:00 P.M. Friday, September 16, in the main arena of Civic Auditorium. More than 3,000 persons, the children who participated in the Program and their parents and friends, attended the awards ceremony last year at the Hilton Hotel. It is anticipated that an even greater number will attend this September.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Graves moved, Commissioner Garner seconded and the Commission by unanimous action voted to approve the quarterly and fiscal year financial statement for the period ended June 30, 1966. (See third page following the minutes of this meeting.)

It was moved by Chairman Graves, seconded by Commissioner Malone and unanimously adopted that the expenditures, in the amount of $4,187.90, made from the Fuhrman Bequest Fund during the month of July be approved.

Chairman Graves moved, Commissioner Malone seconded and the Commission by unanimous action adopted the following resolution:

RESOLUTION #323

RESOLVED That the San Francisco Public Library Commission hereby authorizes the transfer of $1,200.00 from the Fixed Charges appropriation (Retirement System) to Services of Other Departments to offset anticipated deficit for the 1966-67 fiscal year. (Funds are to be used by the Recreation and Park Department for the purpose of leasing a truck for the use of the gardner who maintains branch library grounds.)

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone announced the following timetable for the construction of the permanent Excelsior Branch Library. Dates are those furnished by the Bureau of Architecture, Department of Public Works:

August 10, 1966 -- project to be submitted to interested bidders
August 31 -- contractors' bids to be returned to the Bureau of Architecture
September 7 -- successful bidder to be announced
October 5 -- certification of contract between the City and the successful bidder
October 17 -- construction to commence (groundbreaking).

The Commission was informed by Chairman Malone that the architectural contract with John S. Bolles for the Anna E. Waden Branch Library had been approved. A meeting has been scheduled for August 23 for the purpose of discussing design considerations, space requirements and related matters. Appropriate members of the Library administrative staff will meet with Mr. John Devitt, Assistant City Architect.

The meeting was opened to Commissioners' suggestions concerning the scheduling and program for the formal dedication of the Western Addition Branch Library. Following discussion, the Secretary was asked to contact Mayor Shelley's office to determine whether an afternoon or an evening dedication would better suit the Mayor's schedule.

ASSISTANT CITY LIBRARIAN'S REPORT

Mr. Martelle reported the following matters:

1. Approximately 9,600 librarians and other delegates attended the annual American Library Association Conference in New York City. It is estimated that about 8,000 people will be in attendance at the Conference when it is held in San Francisco next summer.

2. New standards for public libraries are to be published by the A.L.A. in the very near future.

3. Twelve interviews were conducted during the A.L.A. Conference with prospective applicants for librarian positions with the San Francisco Public Library.

4. The new Queensborough main library was visited. The building is quite

utilitarian. It is approximately 200,000 square feet in size, but is considered smaller than desirable to effectively serve a population of 2,300,000.

5. Together with Miss Harriet Collopy, Coordinator of Adult Services, Mr. Martelle met with the Japanese Lions Club. The Club has indicated a willingness to make certain materials available to the Library which would be housed at the Western Addition Branch.

6. Meetings have been held with members of the private Chinese Library located in Waverly Place with the objective of assisting them in evaluating the reading needs of the population of Chinatown.

7. There has been contact with the Mission District Council in an effort to determine the particular library requirements of the Spanish-speaking population located in that section of the City.

President Callanan reported on his attendance at the A.L.A. and American Library Trustees Association New York Conference:

1. The theme "Reaching Out With Books" dominated most of the talks and meetings. The effort to reach out and provide library service is especially important for the economically and culturally underprivileged -- as an important part of the war on poverty.

2. There is a need for libraries to work with and through service clubs and similar organizations in order to inform more people of the resources open to them through library use.

3. Although more Federal and State aid funds will probably be available to local libraries in the future, local autonomy should not be threatened.

4. Only about 10-15% of the population of the United States really use libraries. In order to increase this low percentage "motivation, money and manpower" are required.

5. President Callanan investigated the book circulation control systems used by the Boston and New York public libraries.

The Conference was very stimulating and interesting, President Callanan added, and he felt fortunate to have had the opportunity to attend, representing the San Francisco Public Library and Commission.

Commissioner Mohr reminded the Commission that the State Library Development Board is scheduled to hold its next meeting in the San Francisco Public Library Commissioners' Room on Monday, August 8, 1966. She added that the meeting will be open and that Commissioners are invited to attend.

COMMUNICATIONS

From His Honor, Mayor Shelley, re: responding to President Callanan's letter advising that the Western Addition Branch Library had opened for service to the public and that the formal dedication of the branch had been tentatively scheduled for 2:00 P.M. Wednesday, September 21, 1966. FILE.

From The Honorable Dorothy von Beroldingen, Supervisor, re: expressing her appreciation for President Callanan's letter of congratulation on her appointment to the Board of Supervisors. FILE.

From Nathan D. Cooper, Controller, City and County of San Francisco, re: advising that the Finance Committee of the Board of Supervisors had issued a directive that travel expense allowances be limited to not more than two representatives from any department for attendance at any convention, conference, or similar gathering outside the City and County of San Francisco. Prior approval of the Finance Committee must be secured for any deviation from this directive. FILE.

There being no further business to come before the Commission, the meeting was declared adjourned until 3:30 P.M. Tuesday, September 6, 1966.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 321

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June, 1966, be approved:

3630 Librarian

Hiroshi Kashiwagi
Daisy Kronberger
Leah Macchia
Mary Blazzard
Richard Norton
Margaret Jehu
Clinton Arndt

1402 Junior Clerk

Christine Madrid
Anne Shaw
Kathleen Bryant
Margaret Davis
Shirley Wallace
Armentha Cooper

1422 Junior Clerk Typist

Robert Rafael
Ivanore Barnes
Catherine Kane

3602 Library Page, ptan

Karen Chew
Marie Polidori
Joseph Augustino
Carolyn Novosel
Alan Klingen
Jeffrey Lee
Linette Sabre
Curtis de la Cruz
Cheryl Switzer
Ada Bell Hall
Roy Higashi
David Black
Cedric Chinn
Russ Davidson
Bob Guidry
Del Schembarj
Miles Stanich
Michael Daily
James Fisher
Lawrence White
Joseph Giordano

3602 Library Page, F/T

George Pesacreta
Roger Dickson

1424 Clerk Typist

Maureen McClendon

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

3630 Librarian

Jerry Donovan

1402 Junior Clerk

Raymond Edwards
Christine Madrid
Anne Shaw
Kathleen Bryant
Margaret Davis
Shirley Wallace
Armentha Cooper

1422 Junior Clerk Typist

Steven Miller

3602 Library Page, ptan

William Qualman
David Maron
Dennis Frey
Andrew Canepa
Christine Williams
Leonard Toering
Birute Mustaikis
Ronald Stallings
Johnny Chin
David Brewer
Robert Long
David Harris
Larry Henry
Richard Ellis
Margaret Jehu

3602 Library Page, F/T

Richard Norton
Lawrence White
Clinton Arndt

RESOLUTION NO. 322

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1966, be approved:

3630 Librarian

Joe Thorn
Stephen Levinson

1402 Junior Clerk

Roderick Ponath

1422 Junior Clerk Typist

Benjamin Spaw
Christine Madrid

1424 Clerk Typist

Margaret Davis

3602 Library Page, ptan

Katherine Prongos
Wieland Wu
Henry Lang
Pamela Tau
Melissa Wilson
John Ross Ruport
Bituin Ramos
Bonnie Scrimgeour

3602 Library Page, F/T

Daniel Hines

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

3602 Library Page, F/T

George Colbert

3602 Library Page, ptan

John Ross Ruport
Miles Stanish
Linette Sabre
John Kelly
Linda Yuen
Sophia Marra
Lawrence Lee
Walter Hight
Richard Forman

July 28, 1966

FINANCIAL COMMITTEE REPORT
QUARTER ENDING JUNE 30, 1966

REVOLVING FUND $2,000.00

RECEIPTS FOR APRIL, MAY & JUNE 1966:

Fines	$25,314
Books Paid	2,434
Reserve Postals	861
Miscellaneous Income	1,630
TOTAL RECEIPTS	$30,240

****

	BUDGET 1965-66	EXPENDED FOR THE QUARTER	EXPENDED TO DATE	BALANCE
Permanent Salaries	$1,791,636	$424,380	$1,646,080	$145,555
Overtime Salaries	1,300	412	1,227	72
Temporary Salaries	5,559	2,482	5,259	300
Wages	277,026	81,323	276,707	318
Contractual Services	111,544	1,460	111,004	540
Binding	45,000	2,069	44,932	67
Material and Supplies	57,060	13,194	56,507	552
Equipment	57,275	4,931	56,591	683
Library Books	567,000	148,207	566,584	415
Maint. & Repair Office Equip.	3,700	160	2,545	1,154
Maint. & Repair Auto	2,200	411	2,199	
Telephone and Telegraph	11,848	52	11,770	77
Scavenger Services	2,200	167	2,109	90
Window Cleaning Services	5,500		5,369	131
Rental Office Machine	2,956		2,924	31
Pest Control Service	400		400	
Reproduction Services	200	13	60	139
Membership Dues	1,149	43	781	367
Fidelity Insurance	71		71	
Auto and Gen. Insurance	906		719	187
Compensation Insurance	1,000		742	257
Retirement	87,454	20,445	85,000	2,454
Social Security Tax	38,314	9,576	38,314	
Health Service	21,016	5,253	21,016	
Rental of Branches	36,780	9,195	36,780	
Heat, Light & Power	48,000	11,734	46,861	1,138
Services of Other Dept.	20,082	5,019	20,082	
TOTAL BUDGET	$3,197,177	$740,532	$3,042,641	$154,536

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

Maintenance & Repair of Building	$ 62,660	$ 62,364	$ 296
Replacement & Reconstruction	13,550	11,660	1,890
Buildings & Improvements	15,300	15,300	
TOTAL TRANSFER	$ 91,510	$ 89,324	$ 2,186

SAN FRANCISCO PUBLIC LIBRARY

September 8, 1966

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, September 6, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:45 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Bransten, Callanan, Garner, Graves, Lisle, Malone and Mohr.

President Callanan welcomed Mrs. Irving Baum, representing the League of Women Voters.

It was moved by Commissioner Graves and seconded by Commissioner Garner that the minutes of the August Commission meeting be approved as submitted. There being no objection, it was so ordered.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Lisle moved, Commissioner Graves seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #324

(See first page following the minutes of this meeting.)

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Bransten called the Commission's attention to the excellent new reading list on Vietnam which had been prepared for distribution to library patrons. Other public relations activities had been summarized by Mr. David Belch, the Library's Public Information Officer, in his monthly report.

BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE

At the request of Chairman Malone the Secretary reported that nine firms had bid for the construction contract for the permanent Excelsior Branch Library. Following discussion, it was moved by Chairman Malone, seconded by Commissioner Bransten and unanimously adopted that the following resolution be approved:

RESOLUTION #325

RESOLVED That the San Francisco Public Library Commission hereby approves the awarding of the construction contract for the permanent Excelsior Branch Library to the second low bidder, Wilner Construction Company, for the amount of $191,400.00.

The Secretary informed the Commission that a meeting had been held on August 23 for the purpose of discussing preliminary design considerations for the Anna E. Waden Branch Library. Attending the meeting were the Assistant City Librarian, the Secretary, the Chief of Branch Libraries, the Coordinators for Adult and Children's Services, the Assistant City Architect and a representative of John S. Bolles, the project architect for the branch. The meeting proved to be quite fruitful, and it is anticipated that the same individuals will meet again soon to continue the work leading to a building program statement. The Secretary was requested to advise members of the Building, Development, Main Library Committee of

the time and date of the next meeting so that they could attend.

Commissioners' comments on the second draft of the Main Library bond issue proposal were invited by Chairman Malone. A number of suggestions were made, perhaps the principal ones being that the document, although well prepared and factual, needed to be somewhat shorter in length and more positive in approach.

The timetable for submission and consideration of the bond issue proposal by the appropriate City officers and agencies was outlined by the City Librarian and the Secretary. Because the City Planning Commission should have the document in its hands prior to the Capital Improvement Program hearings to be held in late November both Commissioner Bransten and Chairman Malone agreed to seek outside guidance on how the proposal might be strengthened.

It was moved by Chairman Malone, seconded by Commissioner Mohr and unanimously adopted that the Library Commission seek a hearing before the Capital Improvement Advisory Committee when that group considers the main library bond issue proposal. This hearing will probably take place in May 1967.

At the request of President Callanan Commissioner Garner reported on the September 1 meeting of the Arrangements Committee for the Western Addition Branch Library dedication. A number of suggestions for the dedication program were made by committee members at that meeting as well as at the first meeting held on August 25.

Among the suggestions:

1. That the dedication be held on a Sunday afternoon, rather than a week day evening, in an effort to attract a greater attendance. Sunday, September 25, 1966, appears to be the favored date.

2. Although it would be pleasant to offer refreshments, the fact that it would be very difficult to estimate how many people might attend precludes this activity.

3. Committee members seemed to favor the idea of a block party during which a variety of musical groups from the general Western Addition area could perform.

4. There are obvious limitations imposed on program content due to the fact that there are virtually no funds available for putting on the dedication.

Commissioners commented on the various suggestions that the Arrangements Committee had made. Following discussion, it was moved by Commissioner Malone, seconded by Commissioner Lisle and unanimously adopted that President Callanan and Commissioner Garner be empowered to act on behalf of the Commission in assisting the Arrangements Committee to bring the dedication program into final form.

Commissioner Mohr reported that the new Mill Valley Public Library building is very handsome and is located in a beautiful setting. She encouraged her fellow Commissioners to visit this new facility. She also informed them that new library buildings are scheduled to open in Mountain View and South San Francisco later this month. The large new building for the Santa Rosa Public Library will open after the first of the year.

CITY LIBRARIAN'S REPORT

Mr. Holman informed the Commission that a new request for State Aid funds had been prepared, although how much, if any, money might be available in the next

fiscal year for per capita grants is still unknown.

It was moved by Commissioner Malone, seconded by Commissioner Lisle and unanimously adopted that the following resolution be approved:

RESOLUTION #326

WHEREAS The Public Library Services Act of 1963 provides for financial assistance to public libraries, including per capita grants for financing improved services in libraries; and

WHEREAS The San Francisco Public Library is eligible for a per capita grant under this law based on a formula of "Weighted Population Values" and "Assessed Valuation per capita" after Establishment Grants; now, therefore, be it

RESOLVED That the San Francisco Public Library Commission does hereby express its desire to apply to the State of California in accordance with the provisions of this Public Library Development Act in Chapter 1.5 of Division 20 of the Education Code for a per capita grant for the purpose of improving library services.

The City Librarian also reported on the efforts the Library is undertaking to familiarize new staff members, particularly those who have come to the West from other parts of the country, with San Francisco and the Bay Area.

Mr. Holman reported that because the contracting firm had gone into bankruptcy the microfilming of the card catalog had not been completed. He added that the balance of the work to be done may have to be turned over to another company.

It was moved by Commissioner Malone, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #327

RESOLVED That the San Francisco Public Library Commission hereby approves the attendance of President Callanan and the City Librarian as the official delegates to the annual California Library Association Conference to be held in Los Angeles October 4-8, 1966; and, provided funds are available, that up to three Library staff members be allowed to attend such pre-conference workshops or seminars as may be offered in conjunction with the C.L.A. meeting.

COMMUNICATIONS

From The Honorable John F. Shelley, Mayor, re: advising that The Honorable Peter Tamaras, President of the Board of Supervisors, will be the Mayor's representative at the awards ceremony to be held on September 16 in the Civic Auditorium to mark the conclusion of the 1966 Summer Reading Program. FILE.

From Charles W. Griffith, City Architect: tabulation of construction bids for the permanent Excelsior Branch Library. BUILDING, DEVELOPMENT, MAIN LIBRARY COMMITTEE.

There being no further business to come before the Commission, the meeting was declared adjourned until 3:30 P.M. Tuesday, October 4, 1966.

Respectfully submitted:

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August, 1966, be approved:

3602 Library Page, ptan

Gregory Lowe
Cyrus Collins
Aurelia Rodus
Tom Chong
Beverly Quast
Tony Matthews
Harry Young
Brenda Lee
Herman Lee
Carl Rabun
Michael Musto
Carol Luz
William Sheehan
Phillip Cassou
James Boulton
Ashland Henderson
Jim Carter
Terence Lee
Myron Kirkes
Elizabeth Wen

3602 Library Page, Full Time

Thomas Davis

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

3602 Library Page, ptan

Robert Long
Douglas Morales
Susan Chew
Jeffrey Lee
Margaret Sullivan
Robert Eshoo
Richard Parks
Brian Criss
Wieland Wu
Thomas Beck
Katherine Burkert
Russ Davidson
William Gauthier
Ronald Hough
Jeannie Choocy
Ozzie Norris
William Noble
Raymond Ponce
Roy Higashi
George Colbert
Melissa Wilson

3602 Library Page, Full Time

George Pesacreta

3630 Librarian

Leah Macchia

SAN FRANCISCO PUBLIC LIBRARY

October 18, 1966

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, October 4, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Bransten, Callanan, Garner, Lisle and Malone. Absent: Commissioners Graves and Mohr.

It was moved and seconded that the minutes of the September Commission meeting be approved as submitted. There being no objection, it was so ordered.

Commissioner Malone, Chairman of the Building, Development, Main Library Committee, asked that the Secretary prepare a letter of appreciation to Robert Blum of the Reuben H. Donnelly Corporation for his help in preparing the "Main Library Bond Issue Proposal."

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Graves, Miss Beverly Callahan, Acting Secretary, asked for the Commission's approval of the expenditures, in the amout of $174.00, made from the Fuhrman Bequest Fund during the month of September, 1966. Approval of these expenditures was moved by Commissioner Malone, seconded by Commissioner Lisle and unanimously adopted by the Commission.

Commissioner Lisle moved, Commissioner Malone seconded, and the Commission by unanimous action approved the following resolution:

RESOLUTION #328

RESOLVED, That the San Francisco Public Library Commission hereby authorizes a claim of $9.00, made by Joseph C. Augustino, Library Page, for damage to clothing sustained in the line of duty.

It was moved by Commissioner Lisle, seconded by Commissioner Malone and unanimously adopted that the following resolution be approved:

RESOLUTION #330

RESOLVED, That the San Francisco Public Library Commission hereby approves the attendance of Miss Effie Lee Morris, Coordinator, Children's Services, as the official delegate to a workshop sponsored by the California State Library, "Extension of Library Services to the Visually and Physically Handicapped," to be held in Los Angeles, October 6, 1966, provided funds are available.

Commissioner Garner moved, Commissioner Malone seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #331

RESOLVED, That the San Francisco Public Library Commission hereby amends its Resolution #327 to approve the attendance of whomever the President appoints as the official Commissioner-delegate to the annual California Library Association Conference, to be held in Los Angeles, October 4-8, 1966.

President Callanan announced that Commissioner Mohr had been appointed as official delegate.

It was moved by Commissioner Lisle, seconded by Commissioner Garner and unanimously adopted that the following resolution be approved:

RESOLUTION #332

RESOLVED, That the San Francisco Public Library Commission hereby approves a Request for Supplemental Appropriation in the amount of $9,688.00 for permanent salaries for reclassifications under the General Classification Survey by which the positions of two B512 General Clerk-Typists and one B222 General Clerk are abolished and the positions of one 1404 Clerk and two 1424 Clerk-Typists are added.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Bransten moved that the Activity Report of the Public Information Office for September, 1966, be adopted. His motion was seconded by Commissioner Garner and unanimously adopted by the Commission.

Chairman Bransten reported that the Library's staff, particularly Mr. Holman and Mr. Martelle, had been very helpful in assisting the staff of the M. H. de Young Museum Library to develop an intelligent and meaningful library policy for that institution.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Lisle moved, Commissioner Malone seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #329

(See first page following the minutes of this meeting.)

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

Chairman Malone moved that the "Main Library Bond Proposal" for a new Main Library building for the San Francisco Public Library be approved by the Commission. Commissioner Bransten seconded the motion, and it was unanimously adopted by the Commission.

It was moved by Chairman Malone that the "Main Library Bond Proposal" be forwarded to Mayor Shelley, to the Board of Supervisors, the Capital Improvement Advisory Committee, and that the preliminary specifications, details, and cost figures be submitted along with the Proposal itself. Commissioner Bransten seconded the motion, and it was unanimously adopted by the Commission.

Chairman Malone asked the City Librarian to report on the progress of the plans for the Anna E. Waden Branch Library. Mr. Holman said that the members of the library staff had met with the architects to discuss our requirements for the branch building, and that although the architects are faced with some difficulties because of the site, they should have the final exterior plans ready in about two weeks. Chairman Malone asked to be included in one of the preliminary meetings with the architects.

FRIENDS OF THE LIBRARY REPORT

Mrs. Carl W. Stern represented the Friends and mentioned both the Awards

Ceremony for the Children's Summer Reading Program and the Western Addition Branch Library dedication as recent inspiring events. She also called the Commission's attention to the excellent booklist, "Thank You, Mr. Brundage." She then directed several questions to Commissioner Malone about the Friends' activities in connection with the Main Library bond issue.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The Western Addition Branch Library dedication turned out very well. Although the Mayor was unable to attend, President Callanan did an excellent job of filling in for him. The involvement of the residents of the area seemed to please them and made the program different from the usual dedication.

2. This year's Summer Reading Program was highly successful and shows that the children's librarians have done an excellent job. The Program has grown from 1963 when 591 children received certificates for completing the program to this year when between 3,500 and 4,000 were enrolled and 1,444 received certificates.

3. The Library has been doing its part in helping solve some of the problems which caused the recent civil disturbances. The Library had eighty students under the Neighborhood Youth Corps program working in the department this Summer and eighty more are processed to work this Fall. Both the Library and the students are benefiting from this program. The Library also participated in the Job Fair, purchases Civil Service examination books in quantity, and posts job opportunities in the Main Library and in the branches.

4. A new charging desk has been installed in the lobby and the conveyor should be in operation during the next week.

5. A meeting was held with American Library Association personnel to discuss preliminary plans for the 1967 national convention which will be held in San Francisco; 6,000 to 7,000 delegates are expected to attend, and the Library's staff will be heavily involved.

After the City Librarian's report Commissioner Malone asked for clarification of the procedures for submitting the bond issue proposal. Mr. Belch outlined the steps and also referred Commissioners to the mimeographed "Bond Issue Schedule."

President Callanan read a letter to the Commission from the Visitacion Valley Merchants' Association expressing appreciation for the larger branch library which is more effectively serving the residents of that area of the city.

There being no further business to come before the Commission, the meeting was declared adjourned until 3:30 P.M. Tuesday, November 1, 1966.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 329

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September, 1966, be approved:

3602 Library Page, Full Time

Roland Acosta

3602 Library Page, ptan

Alan Suyehiro	Richard Hammermeister	Lester Gok
Richard Ching	Glenn Howell	
Hans Art	Richard Fee	
Dennis Yagi	Craig Rasmussen	
Carolynne Neuman	Peter Scott	
John Breslin	Virgil Chaves	
Henry Chiu	Robert Wright	
Armandie Johnson	Robert Toler	
John Gardner	Gregory Liggons	
Teresa Murphy	Glenn Krogh	
Regina Rentillo	William Wollman	
John Ballard	John Reardon	
Gary Graham	Patrick Clark	
Delano Walker	Robert Downey	
Norris Mason	Randall Siller	
Andrea Scannell	Lena Tanizawa	
Joanna Tomsic	Alice Rudo	

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

3602 Library Page, Full Time

Raymond Rogers
Roger Dickson
Robert Rafael
Roderick Ponath
Thomas Davis

3602 Library Page, ptan

Roger Kim	Harry Young
Martin Locks	Michael Shortridge
Hans Art	William Sheehan
Robert Gardner	Roy Higashi
Ronald Cole	Michael Musto
Ronald Wong	John Whelton

SAN FRANCISCO PUBLIC LIBRARY

November 3, 1966

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, November 1, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:45 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Bransten, Callanan, Garner and Mohr. Absent: Commissioners Graves, Lisle and Malone.

President Callanan welcomed Mrs. Carl W. Stern, Vice-President of the Friends of the Library, and Mr. Richard Swanson from The San Francisco Chronicle.

It was moved by Commissioner Mohr and seconded by Commissioner Garner that the minutes of the October meeting be approved as submitted. There being no objection, it was so ordered.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

Chairman Bransten called the Commission's attention to the Department's monthly public relations activities report and to the handsome book lists and announcements which had been prepared and printed by the Library during the past month.

It was moved by Chairman Bransten, seconded by Commissioner Garner and unanimously adopted that the monthly public relations activities report be accepted.

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

In the absence of Chairman Malone President Callanan and Commissioner Garner reported on the ground-breaking for the permanent Excelsior Branch Library. Mayor Shelley officiated at the ceremony which was held on October 21.

The Secretary reported that representatives of John Bolles' office expect to meet with the appropriate Library staff members on November 7 for the purpose of reviewing preliminary design concepts for the Anna E. Waden Branch Library.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Graves Commissioner Bransten moved, Commissioner Garner seconded and the Commission by unanimous action approved the Department's quarterly financial report for the period ended September 30, 1966. (See first page following the minutes of this meeting.)

It was moved by Commissioner Mohr, seconded by Commissioner Bransten and unanimously adopted that the expenditures, in the amount of $1,488.00, made from the Fuhrman Bequest Fund during the month of October, be approved.

Commissioner Mohr questioned the need for requesting a second passenger car for the Library in the 1967-68 budget. The City Librarian stated that requirements for new or replacement vehicles will be reviewed when the budget is prepared.

ADMINISTRATION AND PERSONNEL COMMITTEE

In the absence of Chairman Lisle, Commissioner Bransten moved, Commissioner

Garner seconded and the Commission by unanimous action approved the adoption of the following resolution:

RESOLUTION #333

(See second page following the minutes of this meeting.)

FRIENDS OF THE LIBRARY REPORT

Mrs. Stern expressed her appreciation to those Commissioners and Library staff members who attended the recent Friends Board of Directors meeting when the Main Library bond issue proposal was discussed in detail.

The month of November marks the annual drive for new and renewal memberships in the Friends of the Library, Mrs. Stern reminded the Commission. Membership materials, prepared by Friends members and skillfully printed by Mr. Edward Fundis, are very attractive.

A number of books were left from the auction sponsored by the California Historical Society. The Society contributed these volumes for the next Friends-sponsored annual book sale.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The Library participated in the recent Antiquarian Book Fair held at the Sheraton-Palace Hotel. The exhibit, which drew on materials contained in the Rare Books and Special Collections Department, attracted favorable comment and a gift of additional Jack London material. The holdings of this important department continue to grow, a recent acquisition being letters of John Geary, San Francisco's first mayor.

2. The Library presently employs fifty-nine Neighborhood Youth Corps members. In addition, a total of seventy persons, referred by the Social Services Department of the City and County, have been employed during the course of the past two years. Although considerable staff time has been devoted to establishing and coordinating the work of these individuals, many have gone on to find gainful employment in positions with government and private industry.

3. Effie Lee Morris, Coordinator of Children's Services, has written an article, "Choosing Books for the Deprived," which will appear in the November issue of The Instructor.

4. Because Christmas and New Years both fall on Sunday this year Mr. Holman asked for permission to close the Library on Saturday, December 24, and Saturday, December 31. This schedule would not give additional time off; rather, all employees would work a Monday through Friday schedule for the last two weeks of December.

It was moved by Commissioner Mohr, seconded by Commissioner Bransten and unanimously adopted that the Library remain closed on Saturday, December 24, and Saturday, December 31, 1966.

5. Mr. Holman requested the Commission's endorsement of Proposition #4 on the November 8 ballot. This State proposition, if passed, would reduce the necessary approval required for school and library bond issues from the present two-thirds

to 60% of those voting. (This provision, however, would apply only to general, not to strictly municipal elections.)

Commissioner Bransten moved, Commissioner Garner seconded and the Commission by unanimous action voted to go on record in favor of Proposition #4.

6. The tremendous importance of Proposition #16 on the November 8 ballot was emphasized by Mr. Holman. Fortunately, many church and professional organizations, newspapers and other interested and informed individuals and groups have voiced opposition to the passage of this measure.

It was moved by Commissioner Garner, seconded by Commissioner Mohr and unanimously adopted that the Commission go on record in support of the resolution of the California Library Association which recommends a negative vote on Proposition #16.

Commissioner Mohr expressed her appreciation for being selected to represent the Commission at the recent California Library Association annual Conference in Los Angeles. She mentioned these points:

1. Many of the meetings were devoted to matters of legislation.

2. She, Mrs. Stern and Mr. Holman attended a meeting of the Los Angeles board which was of particular interest because a library bond issue proposal will appear on the ballot there next year.

3. The meeting devoted to "Library Services to the Underprivileged" was particularly rewarding.

4. Mr. Hale Champion, State Director of Finance, devoted his luncheon speech to the interrelationships involved in taxation and library support.

5. Mrs. Stern and Commissioner Mohr visited the U.C.L.A. library during the course of the C.L.A. meeting.

Commissioner Mohr also reported on recent visits to two other libraries in the Bay Area: the Dominican College Library and the San Rafael Public Library, both of which have received architectural awards. The San Rafael building was especially interesting because a large addition was made to a Carnegie structure of approximately the same age as several of our older branch buildings.

COMMUNICATIONS

From Joe J. Yasaki, President, The Nikkei Lions Club, re: expressing appreciation to President Callanan and Mr. Martelle for their presentation of library matters at a recent Club general meeting. File.

From The Honorable Yori Wada, Civil Service Commissioner and Executive Secretary, Buchanan Street Branch, Y.M.C.A., re: expressing appreciation for being invited to the open house which marked the dedication of the Western Addition Branch Library. File.

From Edith Hamlin, re: expressing her interest in the embellishment of the permanent Excelsior Branch Library. Referred to the Buildings, Development, Main Library Committee.

From James K. Carr, General Manager of Public Utilities, re: acknowledging

receipt of a copy of the "New Main Library Bond Issue Proposal" brochure. File.

From Gilbert Thomas Telfer and Associates, re: asking that the firm be considered for appointment as project architect for a new Main Library building. Acknowledge, advising that architectural firms must be approved for City and County projects by the Department of Public Works, Bureau of Architecture.

There being no further business to come before the Commission, the meeting was declared adjourned until 3:30 P.M. Tuesday, December 6, 1966.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

October 28, 1966

FINANCIAL COMMITTEE REPORT
QUARTER ENDING SEPTEMBER 30, 1966
FISCAL YEAR 1966-67

REVOLVING FUND $2,000.00

RECEIPTS: JULY, AUGUST & SEPTEMBER 1966:

Fines	$20,222
Books Paid	2,900
Sales of Reserve Postals	942
Miscellaneous Income	1,915
TOTAL RECEIPTS	$25,980

****

	BUDGET-TRANSFER	EXPENDED FOR THE QUARTER	EXPENDED TO DATE	BALANCE
Permanent Salaries	$2,009,900	$457,926	$457,926	$1,551,974
Overtime Salaries	1,050	79	79	970
Temporary Salaries	5,500	2,711	2,711	2,788
Wages	282,059	64,032	64,032	218,026
Contractual Services	138,490	85,025	85,025	53,464
Binding	50,000	48,597	48,597	1,402
Material and Supplies	56,890	24,938	24,938	31,952
Equipment	37,731	1,258	1,258	36,472
Library Books	640,000	350,123	350,123	289,876
Maint. & Repair Office Equip.	2,748	516	516	2,232
Maint. & Repair Auto	1,200	332	332	867
Telephone & Telegraph	11,848	5,317	5,317	6,531
Scavenger Services	2,200	447	447	1,752
Window Cleaning	6,500	6,349	6,349	151
Rental of Office Machines	2,956	2,662	2,662	293
Pest Control Service	300	250	250	50
Reproduction Services	100	13	13	86
Membership Dues	1,297	140	140	1,156
Fidelity Insurance	71	71	71	
Auto & Gen. Insurance	1,406	404	404	1,002
Compensation Insurance	1,000	250	250	750
Retirement	99,504	24,876	24,876	74,628
Social Security Tax	74,290	18,572	18,572	55,718
Health Service	19,055	4,763	4,763	14,292
Rental of Branches	37,520	9,390	9,390	28,130
Heat, Light & Power	53,870	13,467	13,467	40,403
Services of Other Dept.	23,040	5,760	5,760	17,280
Revolving Fund	1,000			
TOTAL BUDGET	$3,561,526	1,128,274	1,128,274	2,433,252

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS	APPROPRIATED
Maintenance & Repair of Building	$ 66,300
Reconstruction & Replacement	11,800
Improvements	86,900
TOTAL BUDGET TRANSFERRED TO PUBLIC WORKS	$ 165,000

RESOLUTION NO. 333

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October, 1966, be approved:

3602 Library Page, ptan

Victor Berta	Leland Nerio
Donald Rice	Clarke Carney
Arthur Reardon	Gerald Blumenthal
Paul Davis	Clyde Wong
Glenn Watanabe	Arnold Ellis
Linda Desimone	Robert Anderson
Derrall Campbell	Shigeru Takeshita
Janet Richman	Ronald Stallings
Michael O'Reilley	

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

3602 Library Page, ptan

Arlene Enos	Gerard Esponda
Henry Lang	Delano Walker
James Webber	Richard Ching
Lawrence White	James Bealum
Tom Chong	Edmond Rinaldi
John McAlister	Maureen Wong
John Durden	Robert Wright
David Kenney	Johnnie Hollis

1422 Junior Clerk Typist

Margaret Davis

SAN FRANCISCO PUBLIC LIBRARY

December 19, 1966

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, December 6, 1966, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:50 P.M. by President Callanan.

On roll call the following were noted present: Commissioners Callanan, Garner, Lisle and Mohr. Absent: Commissioners Bransten, Graves and Malone.

President Callanan welcomed Mrs. Carl W. Stern, Vice-President of the Friends of the Library, and Jerry Donovan, a library science student from the University of California.

It was moved by Commissioner Lisle and seconded by Commissioner Mohr that the minutes of the November meeting be approved as submitted. There being no objection, it was so ordered.

PUBLIC RELATIONS, BOOKS, ART COMMITTEE

In the absence of Chairman Bransten, Mr. David Belch, Public Information Officer, called the Commission's attention to the Library's public relations activities report for the month of November.

Responding to Commissioner Mohr's question, Mr. Belch informed the Commission that the lecture series being planned by the Library and the Composers' Forum will be publicized during January. Mrs. Stern added that mention of the series is being incorporated in Friends of the Library membership information.

It was moved by Commissioner Garner, seconded by Commissioner Lisle and unanimously adopted that the report of the Public Relations, Books, Art Committee be accepted.

ADMINISTRATION AND PERSONNEL COMMITTEE

Chairman Lisle moved, Commissioner Garner seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #334

(See first page following the minutes of this meeting.)

BUILDINGS, DEVELOPMENT, MAIN LIBRARY COMMITTEE

In the absence of Chairman Malone, the Secretary informed the Commission that construction work on the permanent Excelsior Branch Library had been somewhat delayed because of the recent rains. The building contractor expects to have the main floor slab in place within the next ten days, however.

President Callanan, members of the Library staff and representatives of John S. Bolles, project architect, met to discuss preliminary design concepts for the Anna E. Waden Branch Library, the Secretary informed the Commission. A second meeting is to be held on December 21, at which time a three dimensional model of the proposed building is to be presented and discussed.

Mr. Holman reported on the Capital Improvement Program hearing conducted by the City Planning Commission. He stated that there seemed to be a generally favorable reaction to the Library's need for a bond issue to finance a new Main Library; however, the Planning Commission apparently wished to delay an endorsement of the bond issue until the results of the office space study, currently in progress, are known. Mr. Holman observed that a decision on the merits of the bond issue should be possible with the information the Planning Commission has already received.

It was moved by Commissioner Mohr, seconded by Commissioner Lisle and unanimously adopted that the report of the Buildings, Development, Main Library Committee be accepted.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Graves, Commissioner Lisle moved, Commissioner Garner seconded and the Commission, by unanimous action, approved the following resolution:

RESOLUTION #335

RESOLVED That the San Francisco Public Library Commission hereby approves the submission of a Supplemental Request for Funds in the amount of $136,046 to provide staff, books and other library materials, equipment, and supplies for the permanent Excelsior Branch Library.

FRIENDS OF THE LIBRARY REPORT

Mrs. Stern communicated the League of Women Voters' suggestion that the Main Library bond issue matter be placed on the Commission's agenda for every meeting. She also informed the Commission that members of the Friends had worked actively to inform the City Planning Commissioners of the urgency of approving the bond issue proposal, and that the Friends were the only citizen supportive organization at the City Planning hearings.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The Library is cooperating with the Human Rights Commission in the latter's survey regarding levels of employment of various ethnic groups.

2. The Library is working closely with the Mayor's Task Force on New Careers. There is a possibility that Federal funds may be made available to finance at least a portion of this effort to introduce more people into a variety of new career opportunities.

3. Mr. Martelle and Miss Morris had met with school officials in an effort to work out details of future class visits to libraries and to consider other matters of mutual concern.

4. Meetings with eighteen new staff members were conducted.

5. The staff is studying a suggestion made by the Grand Jury that an effort be made to improve library service to inmates of the couty jails.

6. There was concerted support in opposition to Proposition 16 which appeared on the November ballot. Since the defeat of this measure is important to the

Library, Mr. Holman expressed his gratitude to the Commission for its endorsement of the Resolution of the California Library Association.

7. In connection with the forthcoming American Library Association Conference articles are being prepared for professional periodicals regarding the progress of the San Francisco Public Library during the past five to six years, and about where to eat, what to wear and places to see during the Conference.

It was moved by Commissioner Mohr, seconded by Commissioner Lisle and unanimously adopted that a letter be directed to Mayor Shelley as quickly as possible urging that he personally welcome the delegates to the A.L.A. Conference at the opening session to be held on Sunday, June 25, 1967.

Commissioner Mohr moved, Commissioner Lisle seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #336

RESOLVED That the San Francisco Public Library Commission hereby approves the attendance of William R. Holman, City Librarian, at the American Library Association mid-winter meeting to be held in New Orleans, January 8-14, 1967.

The Commissioners were shown photographs of the collages which were designed and executed by Mrs. Betty Burley for the wall of the children's room at the Western Addition Branch Library. It was suggested that a letter of appreciation be directed to Mrs. Burley commending her for her excellent work of art which has significantly enhanced the interior of the branch.

Commissioner Mohr suggested to Mr. Holman that the several cooperative programs in which the Library has been involved be written up, possibly for the A.L.A. Bulletin or the American Library Trustees Association publication. Included could be the programs conducted with the Department of Social Services of the City and County and the Neighborhood Youth Corps.

President Callanan reminded the Commission that the annual election of officers is normally conducted at the January meeting.

COMMUNICATIONS

From The Honorable Roger Boas, Supervisor, re: acknowledging receipt of President Callanan's communication relative to the proposed bond issue for the construction of the new Main Library. File.

There being no further business to come before the Commission, it was moved by Commissioner Lisle and seconded by Commissioner Mohr that the meeting be declared adjourned until 3:30 P.M. Tuesday, January 17, 1967.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

RESOLUTION NO. 334

RESOLVED that the following non-Civil Service, Temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November, 1966, be approved:

3602 Library Page, ptan

Merced Ramirez
Donna Lee
Craig Nelson
Charles O'Toole
Marilyn Tashjian
Bruce Ballin
Mark Buvelot
William Thomson

3602 Library Page, Full Time

Michael Kelly
George Mathews

1422 Junior Clerk Typist

Nona Shisler
Gail Sailors
Beverly Henry

1402 Junior Clerk

Burton Swan

AND FURTHER that the following resignation of non-Civil Service, part-time and temporary positions be accepted:

3602 Library Page, ptan

Barbara Gernander
Kenneth Boyd
Regina Rentillo
Fiorella Talenti
Jeffrey Tom
Paul Shuttleworth
Michael Chun
Peter Scott
Phillip Cassou

12709·1